**SMART Goal Worksheet**

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| Today’s Date: | Start Date: |
| Target Completion Date: | Date Completed: |

**Goal:**

**Verify that your goal is SMART**

**Specific:** What exactly will you accomplish?

**Measurable:** How will you know when you have reached this goal?

**Achievable:** Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?

**Relevant:** Why is this goal significant to your life?

**Timely:** When will you achieve this goal?

**This goal is important because:**

**The benefits of achieving this goal will be:**

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| **Potential Obstacles** | **Potential Solutions** |
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**Who are the people you will ask to help you?**

**Specific Action Steps: What steps need to be taken to get you to your goal?**

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| **Action Step** | **Expected Completion Date** | **Completed Date** |
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