



SMART Goal + Action Plan Worksheet

YOUR GOAL

Verify that your goal is SMART

S = SPECIFIC: What exactly will you accomplish?

M = MEASURABLE: How will you know when you have reached this goal?

A = 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?

R = RELEVANT: Why is this goal significant to your life, personally or professionally?

T = TIME-BOUND: What is your specific due date for this goal? How can you break it down into mini-milestones or incremental due dates?

VISUALIZE how this goal enhances your life, role, or expertise

This goal will help me be a better _____ (ex: mentor, artist, communicator, writer) because . . .

Take ACTION!

List 5 small, specific steps you will take to get you to your goal. Try making your first step something you can do in just 15 minutes.

- 1.
- 2.
- 3.
- 4.
- 5.

Get STRATEGIC

List 2 potential **obstacles** to achieving your goal.

- 1.
- 2.

List 2 potential **solutions** to those obstacles.

- 1.
- 2.

Who are the people you will ask to help you with this goal?

TRACK your achievements

Action step #1

What did you do?

What date was it done?.

Action step #2

What did you do?

What date was it done?.

Action step #3

What did you do?

What date was it done?.

Action step #4

What did you do?

What date was it done?.

Action step #5

What did you do?

What date was it done?.

Next Steps or Reflections

You know who else can help you with this goal? An LRC Coach!