

S.M.A.R.T.

GOAL SETTING WORKSHEET

S.M.A.R.T. Goal Setting Worksheets are useful for:

- Learning to make goals that are measurable, so that you can see the progress you've made
- Creating goals that are attainable, so that you can be successful
- Relating your goals to your school work, your activities, and your career path
- Practicing time management skills and learning what is a reasonable deadline for a goal

Directions:

Follow the instructions on the attached worksheet.

Things to Think About:

- What was the easiest thing for you to set in your goals (i.e. Measurability, attainability, relevance, or timeliness)? What was the hardest thing?
- How have you made goals in the past? Was this successful for you?
- Was the S.M.A.R.T. goal setting worksheet helpful? Why or why not?

If you would like to talk to someone about this activity or need additional resources, **Career Services** is available to all students! Check out our website to make an appointment or to see upcoming events and workshops:

<http://www.careers.vcu.edu>

GOAL SETTING WORKSHEET

Step 1: Write down your goal in as few words as possible.

- My goal is to:

Step 2: Make your goal detailed and SPECIFIC. Answer who/what/where/how/when.

HOW will you reach this goal? List at least 3 action steps you'll take (be specific):

1.

2.

3.

Step 3: Make your goal MEASUREABLE. Add details, measurements and tracking details.

- I will measure/track my goal by using the following numbers or methods:
- I will know I've reached my goal when:

Step 4: Make your goal ATTAINABLE. What additional resources do you need for success?

- Items I need to achieve this goal:
- How I'll find the time:
- Things I need to learn more about:
- People I can talk to for support:

Step 5: Make your goal RELEVANT. List why you want to reach this goal:

Step 6: Make your goal TIMELY. Put a deadline on your goal and set some benchmarks.

- I will reach my goal by (date): ___/___/___.
- My halfway measurement will be _____ on (date) ___/___/___.
- Additional dates and milestones I'll aim for: