

SMART GOAL SETTING WORKSHEET

Specific

- What do I wish to accomplish?
- Why do I wish to accomplish this goal?
- What do I need to do in order to accomplish this goal?
- What are possible challenges or obstacles?

Measurable

- How will I measure my progress?
- How will I determine if my goal has been accomplished?
- What reward will I attach to my goal?

Attainable

- How can I accomplish this goal?
- What are the logical steps I have to take?

Relevant

- Is this goal worth my time?
- Is now the best time to work on this goal?
- Are the necessary resources to accomplish this goal available to me?
- Is this goal aligned with my long-term objectives?

Time-Bound

- How long will it take me to accomplish this goal?
- When will I complete this goal?
- When should I start working on this goal?

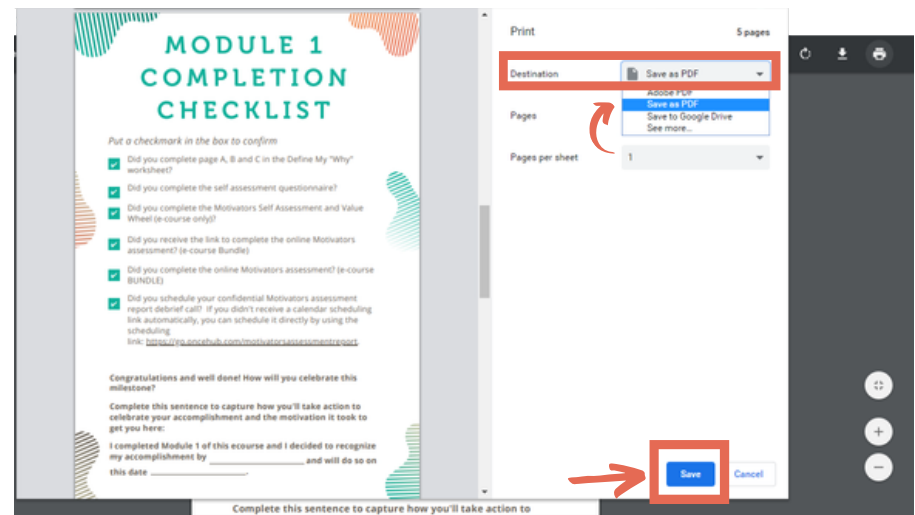


Guide on how to save your worksheet

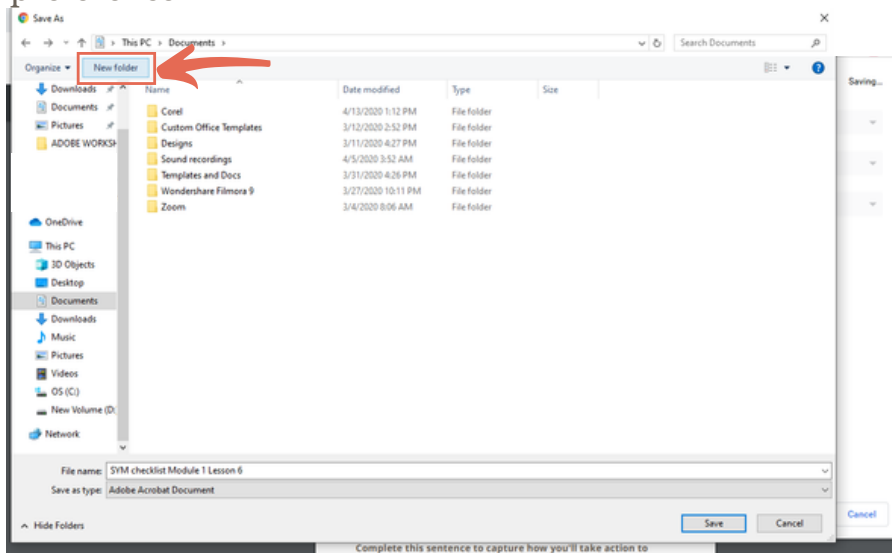
Step 1: Click on the print icon 



Step 2: Choose the destination of your file, select "Save as PDF"



Step 3: Create "New Folder" and name it base on your preference



Step 4: Click "Save" button

