



I WANT TO BE
PRODUCTIVE

SMART Goal Setting Worksheet

Your initial goal:

(write your goal here using any phrasing you see fit)

1. Make it **SPECIFIC**

- **What** do you want to achieve?
- **How** do you want to achieve it?
- **When, where, and with whom?**
- **Why** do you want to achieve this?
- Other details or observations:



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2. Make it **MEASURABLE**

- What **metrics** will you use to **quantify progress** and **success**?

- When will you **know when you have achieved** this goal?

3. Make it **ATTAINABLE**

- Is it **realistic** of you to expect this?

- Do you have the **skills** required for this goal?

- If not, **can you obtain said skills**?

- Is the goal **worth the amount of effort** you need to invest?

4. Make it **RELEVANT**



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- Is this goal **tied to another objective** of yours?

- Will this goal **bring you closer to said objective** ?

- What makes this goal **important to you** ?

5. Make it **TIME BASED**

- **When/By which date** do you want to achieve this goal?

YOUR SMART GOAL:

Potential obstacles with this goal:

Potential solutions to said obstacles: