

Goal setting worksheet

Use this worksheet to guide you through the SMART principles for goal setting, which will assist you to break down an identified goal into manageable steps in a realistic time-frame.

Specific

What is your goal? What would you like to achieve? Be as specific as possible, and make sure your goal includes:

- people or key resources / tools / finances required
- times / dates
- location(s)

Measurable

It is important to know how you can assess whether you are making progress towards your goal. To do this, ask yourself:

- How will I know when I have achieved my goal?
- What will I (and any other people involved) be doing?
- What will be different to how things are now?

Achievable

If we set a goal that is too large, the goal may be unattainable, and seem almost impossible to achieve. Consider setting smaller goals so you can gradually work your way up to your big goal. You can do this by asking yourself:

- What tools or resources do I need to reach your goal? Do I have these already?
- If not, what tools or resources do I need?
- Who else is involved in my goal? Are they available, or will they be available when I am planning to achieve my goal?

Realistic

Given my skills, available time frame, and financial, physical, social resources, can my goal realistically be achieved? If not, it can be helpful to go back and rework your goal to ensure it is more specific, measurable and achievable.

Timely

Setting a defined time-frame for when you would like to achieve your goal is important to help maintain motivation and avoid procrastination. You might like to set a time-limit to achieve your goal, such as, 1 week, 1 month, 6 months etc. It may be helpful to set smaller time frames for smaller steps, and larger time frames for bigger steps!