



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 least 3 action steps you'll take (be specific):

1.

2.

3.

STEP 3:

Make your goal MEASURABLE. 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: _____