



Developing SMART Goals Worksheet

What is a SMART Goal?

SMART goal setting brings structure and accountability into your goals and objectives. Instead of value resolutions, **SMART** goal setting creates verifiable trajectories towards a certain objective, with clear milestones and an estimation of the goal's attainability. Use **SMART** goals in your mentor relationship to establish structure, transparency, and purpose.

Specific

The goal should be concrete and action-oriented. What are you trying to achieve? When writing a goal, ask yourself: what do I mean by this? Is there another way to write this goal to make it more understandable or obvious for what I mean? Does the goal start with an action verb (for example: improve, create, develop)?

Measureable

How will you know when you have accomplished the goal? How will you track and measure progress? How do you define success? Be sure to include this with your goal.

Achievable

The goal should require work, but be attainable. Is the goal too big? Is the goal too easily achieved? Make sure that the time-frame you set is realistic. Do you have the ability and commitment to reach the goal? What additional resources, time, money or capability, will be needed for you to reach the goal? Does the goal set you up for failure?

Relevant

Is this goal in line with your long-term objectives? Is this a worthwhile goal? Is this the right time? Why do you want to reach this goal? What is the objective behind the goal, and will this goal really achieve that?

Timely

Set a time limit; there should be a specific time-frame for accomplishing the goal which will keep you accountable. Identify a deadline.

Write down at least two goals in each of the categories listed. Next, look at the goals that you have listed and think about how you would prioritize them. From your list, pick your top three goals and write them on the following page along with a statement about what action step you can take now to accomplish that goal. When thinking about your goals, consider your core values, characteristics, skills and talents.

Education & Professional Development

Well-being

Relationships

Leisure, volunteer work, hobbies or other

Exercise adapted from the book Imagineering by Michael LeBouf (1980), as cited in Darge (2000).

Example Goal: Complete my Bachelor of Arts degree before I am 35 years old.

Action Step: I will research the USG Tuition Assistance Program and meet with a Franklin College of Arts and Sciences advisor to talk about what classwork I should take to help me finish my degree.

Goal 1: _____

Action Step: _____

Goal 2: _____

Action Step: _____

This document was adapted from the UGA Staff Mentor Program, Developing SMART Goals Worksheet.

Exercise adapted from Meyer, Paul J (2003). What would you do if you knew you couldn't fail? Creating S.M.A.R.T. Goals. Attitude Is Everything: If You Want To Succeed Above and Beyond. Meyer Resource Group, Incorporated, The. ISBN 978-0-89811-304-4.