

# Goal Setting Worksheet

Long Term Goal (5 to 10 years):

SMART Criteria	Goal
<b>Specific</b> <ul style="list-style-type: none"><li>- What?</li><li>- Why?</li><li>- When?</li><li>- Where?</li></ul>	
<b>Measurable</b> <ul style="list-style-type: none"><li>- How will you measure your success?</li></ul>	
<b>Action-Oriented</b> <ul style="list-style-type: none"><li>- What will you do?</li><li>- Are there specific tasks to do?</li></ul>	
<b>Realistic</b> <ul style="list-style-type: none"><li>- Do you have the skill?</li><li>- Do you have the resources?</li><li>- Do you have the time?</li></ul>	
<b>Time-Based</b> <ul style="list-style-type: none"><li>- When will this be done?</li><li>- Deadlines?</li></ul>	

## Short Term Goals (Monthly to 1 year):

SMART Criteria	Goal
<b>Specific</b> <ul style="list-style-type: none"><li>- What?</li><li>- Why?</li><li>- When?</li><li>- Where?</li></ul>	
<b>Measurable</b> <ul style="list-style-type: none"><li>- How will you measure your success?</li></ul>	
<b>Action-Oriented</b> <ul style="list-style-type: none"><li>- What will you do?</li><li>- Are there specific tasks to do?</li></ul>	
<b>Realistic</b> <ul style="list-style-type: none"><li>- Do you have the skill?</li><li>- Do you have the resources?</li><li>- Do you have the time?</li></ul>	
<b>Time-Based</b> <ul style="list-style-type: none"><li>- When will this be done?</li><li>- Deadlines?</li></ul>	

## Immediate Goals (daily to weekly)

Week:

Day/Week	Goal
<b>Monday</b>	Priorities: 1.  2.  3.
<b>Tuesday</b>	Priorities: 1.  2.  3.
<b>Wednesday</b>	Priorities: 1.  2.  3.
<b>Thursday</b>	Priorities: 1.  2.  3.
<b>Friday</b>	Priorities: 1.  2.  3.