

Goal Setting Worksheet

Goal:

*Is your goal **SMART**? Is it-specific, measurable, mutual, attainable, realistic, and relevant?
Do you have the resources to achieve it and have you set a time-line?*

Tasks	Priority (top task is # 1)	Approximate cost (if any) or Resources needed	Target Start date	Target Completion date
Short-term (less than 3 months)				
Intermediate-term (3 to 6 months)				
Long-term (a year or more)				

Date prepared ____/____/____ For (name) _____

