

# SMART Goal Worksheet

Today's Date: \_\_\_\_\_ Intended Start Date: \_\_\_\_\_ Deadline: \_\_\_\_\_

Goal: \_\_\_\_\_

## Verify that your goal is SMART

**Specific:** *What exactly will you accomplish?*

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**Measurable:** *How will you know when you have reached this goal?*

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**Agreed-upon:** *Has this goal been discussed with your advisors or other relevant people? Does it help you meet a requirement or fulfill an expectation? Has it been approved by an advisor?*

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**Realistic:** *Do you have access to the resources you need to achieve this goal? List the resources you will need. If helpful, break the goal into smaller steps and estimate what resources you will need for each step (see reverse).*

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**Time-bound:** *When will you achieve this goal? Is it necessary to achieve this goal now, or are there other more pressing ones that should be met earlier? How does the goal fit into your longer-term educational and career plans and goals and your long-term timeline for them? If helpful, break the goal into smaller steps and estimate how much time you will need for each step (see reverse).*

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