

Setting SMART Goals

Name: _____ Date: _____

<p>S Specific</p>	<p>Goals should be specific and easily understood. What you are going to do? Why it is important? What do you want to accomplish?</p>
<p>M Measurable</p>	<p>Goals should have concrete criteria for measuring progress. What data will you use to measure your progress toward your goal?</p>
<p>A Action-Oriented</p>	<p>Goals should be action-oriented. What actions are you going to take to accomplish your goal?</p>
<p>R Realistic</p>	<p>Goals should be worth working toward and attainable. How do you know that it is reasonable for you to be able to accomplish your goal?</p>
<p>T Timely</p>	<p>Goals should be achieved within a specific time frame. When is your deadline for accomplishing your goal?</p>

SMART Goal #1:

SMART Goal #2:

SMART Goal #3:

Goal, Plan, Action (GPA) Goal-Setting Outline

Name: _____ Date: _____

Directions: Use the form below to complete the GPA outline.

G Goal	Use the space below to describe your goal .	
		<input type="checkbox"/> short-term goal <input type="checkbox"/> mid-term goal <input type="checkbox"/> long-term goal

P Plan	Use the space below to briefly explain your plan .	

A Action	Use the space below to list the action steps that are needed to achieve your goal.	
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	