

SPECIFIC. MEASURABLE. ACHIEVABLE. RELEVANT. TIMELY GOALS

Your Goal: _____

ASK YOURSELF THESE QUESTIONS WHEN CREATING YOUR GOAL:

Who is involved?

What do I want to accomplish?

Identify a location.

Establish a timeframe.

Identify requirements and constraints.

List specific reasons, the purpose or benefits of accomplishing the goal. (This is your "why")

How will I know this goal is accomplished?

What will you need to do in order to achieve this goal in the desired timeframe?

Are you *willing* and *able* to put in the work necessary to meet this goal?

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OBSTACLES AND SETBACKS

What are the obstacles that you can foresee getting in the way of your accomplishing your goal? What are some solutions or actions that you can take to overcome these obstacles and potential setbacks?

	Obstacle or Setback	Solution and Action Item
1.		
2.		
3.		
4.		
5.		

ACTION ITEMS AND TASKS

List at least five action items or tasks to help you achieve your goal. Assign target dates to tasks that are not daily. (Set a target date for weekly tasks)

	Action or Task	Target Date	Completed Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			

How will you reward yourself once you've accomplished your goal?