

## Goal Setting Worksheet

### Long Term Goal (5 to 10 years):

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

## Goal Setting Worksheet

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

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

**Immediate Goals (daily to weekly)**

**Week:**

<b>Day/Week</b>	<b>Goal</b>
<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.