

## S.M.A.R.T Goals Sheet

**Specific:** What exactly do you want to accomplish?

**Measurable:** How will you know when you have reached the goal? What will you be able to do?

**Achievable:** What will you need to do to reach your goal?

**Realistic:** Is this goal reachable? How do you know?

**Timely:** When will you reach your goal? What is your deadline?

Goal 1:

---

---

Goal 2:

---

---

Goal 3:

---

---

Goal 4:

---

---

EXAMPLE

**GOAL: I'm going to write a book**

**Specific:** I am going to write a 60,000 word sci fi novel

**Measurable:** I will finish writing 60,000 words in 6 months

**Achievable:** I will write 2,500 words per week

**Realistic:** I am a good writer and I've done similar projects in the past

**Timely:** I will start writing tomorrow ( ) and finish .....