

SMART Goal Worksheet

See Page 2
For Action Steps

2	Write your SMART Goal:			
Action Steps	Coaching Questions	Actions - Comments		
Specific	<p>Can you articulate more clearly what you are trying to do?</p> <p>Can you summarize this in one thought?</p> <p>Refine that thought. Can you summarize a bottom line?</p>			
Measurable	<p>How will you know that you attained your goal?</p> <p>Can you quantify or put numbers too your outcome?</p> <p>What affect will your goal have on your life/effectiveness?</p>			
Attainable	<p>Is this goal dependent on someone else?</p> <p>Can you rephrase the goal so it only depends on you and not others?</p> <p>Are there any things that would prevent you from accomplishing your goal?</p>			
Relevant	<p>What would you like to do?</p> <p>Of the items you mentioned, what things would you like to change most?</p> <p>Is there anything else that is important that you have not shared?</p>			
Time-specific	<p>When will you reach this goal?</p> <p>Can you give me a time limit?</p> <p>How long would it take to create a sustainable habit in this area?</p>			

SMART Goal Worksheet

Action Steps		Coaching Questions	Actions - Comments
1	Motivation	In what ways are you motivated to accomplish this goal? What would happen if you didn't attain this goal? Will accomplishing this goal, give you energy?	
2	Create your SMART Goal	See the above, page 1 of the worksheet	
3	Create Manageable Steps	Is your goal too big or overwhelming? What will your first steps be? Do you have your steps written down?	
4	Write/Visibility	Where have you written down your goal? Where will you place your goal to make it visible?	
5	Review & Assessment	How often will you review your progress? Are you attaining your goal? If not, what is happening? How do you need to modify your goal?	
6	Team/Partners	Whom could you ask to support you in this goal? How will you communicate and stay in touch? When will you provide feedback and updates?	
7	Celebration	How will you celebrate your successes? Whom will you celebrate with? At what times will you celebrate?	