

# SMART Goals Worksheet

For each of the 3 SMART goals you were asked to develop, please write a short paper addressing each of the points below. Failure to include any of the details (below) in your paper could result in the sanction being denied. Submit your paper as a Microsoft word or PDF document using the following link:

[https://cm.maxient.com/reportingform.php?UnivofMissouriSystem&layout\\_id=22](https://cm.maxient.com/reportingform.php?UnivofMissouriSystem&layout_id=22)

## **Creating your SMART Goal- Address the following:**

1. Today's date and the date by which you plan to achieve your goal.
2. State your goal in one sentence (be clear and to the point)
3. Describe the benefits of achieving this goal.
4. Verify that you goal is S.M.A.R.T:
  - a. Specific: What exactly will you accomplish?
  - b. Measureable: How will you (and others) know when you have reached your goal?
  - c. Attainable: Is attaining this goal realistic with effort and commitment? Do you have the resources to achieve this goal? If not, how will you get them?
  - d. Relevant: Why is this goal important to you?
  - e. Time-bound: When will you achieve this goal?
5. Create an Action Plan.
  - a. What specific steps must you take to achieve your goal?
  - b. When do you expect to complete them?
6. List obstacles/ challenges that will stand in your way of achieving your goal?
  - a. How will you address the challenges if/when they arise?

## **Network of Support & Accountability**

When you are working toward achieving a goal, it is helpful to have one or two people whom you agree to check in with on a regular basis. Keeping others informed on your progress can be a useful external motivator to be accountability to another person whom you respect.

Who can you share your goal with?

1. Talk with one or town individuals who will genuinely want to see you succeed in achieving your goal.
2. Explain to them why achieving this goal is important to you.
3. Ask if they will support you and hold you accountable in reaching your goal.
4. Select and agree upon future dates/times you will meet with them to update them on your progress.

## **Include the following information with your S.M.A.R.T goal:**

1. Contact information for the one to two people you were accountable too.
2. List the dates and times/ frequency (*i.e. weekly, bi-weekly, monthly*) of updates on your progress. What was the agreed upon method of communication? (*face to face, phone, email, skype, etc*)