

SMART Goals Worksheet

Turn a wish into a clear, realistic plan you can actually follow through on.

Name: _____ Date: _____

What are SMART goals?

A goal like "I want to be healthier" or "I should study more" is easy to set and easy to drop, because it is vague. A SMART goal is **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound, which makes it clear what you are doing, how you will know you did it, and by when.

This is not about being perfect. If a goal turns out too easy or too hard, that is useful information for setting the next one. The review page at the end helps you adjust.

How to use it

1. **Read the five SMART questions** below so you know what each one is asking.
2. **Choose one goal** to work on. Start with something that matters to you, not everything at once.
3. **Fill in the SMART Goal Planner** (page 2) and write your goal as one clear sentence.
4. **Track your week** on page 3 with small daily check-ins.
5. **Review at the end of the week** (page 4): did you set the goal too low, too high, or about right? Then adjust.

The five SMART questions

	Ask yourself	Helpful prompts
S	Specific What is the specific goal you want to achieve?	Who, what, where? Be as clear as you can. "Walk" is clearer than "be active".
M	Measurable How much do you want to achieve?	A number you can count: how many, how often, how long?
A	Achievable What is achievable for you?	Given your time, energy, and resources right now, what is realistic?
R	Relevant How relevant is this goal for you in your life?	Why does it matter to you? What does it connect to in your life or values?
T	Time-bound When do you have to achieve the goal?	A deadline or a time frame. By which date?

My SMART Goal Planner

Take your time. Write in your own words, a few lines is enough.

S Specific What is the specific goal you want to achieve?	
M Measurable How much do you want to achieve?	
A Achievable What is achievable for you?	
R Relevant How relevant is this goal for you in your life?	
T Time-bound When do you have to achieve the goal?	

My SMART goal in one sentence

Put it all together: I will _____ (specific), measured by _____ (measurable), which is realistic because _____ (achievable). It matters to me because _____ (relevant), and I will complete it by _____ (time-bound).

Weekly Progress Tracker

A small check-in each day. Note what you did, not how perfectly you did it.

My goal this week: _____

My target (the number): _____ Week starting: _____

Day	What I did	Progress toward target	Energy / mood (1-5)	Notes: what helped or got in the way
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Total progress this week: _____ out of _____ (____ %)

Weekly Review: Adjust My Next Goal

Look back at your week with curiosity. The aim is to set a better goal next time, not to judge yourself.

Did I under-set or over-set my goal?

☐	Under-set Too easy. I hit it quickly and could have done more.
☐	About right Challenging but doable. I stretched without burning out.
☐	Over-set Too hard. I felt overwhelmed or fell far short.

Tick one. Where did my percentage on page 3 land, and does it match how it felt?

Reflect

1. What went well, and what made it possible?

2. What got in the way? Was it the goal itself (too big or too small), or something else (time, energy, motivation)?

3. Looking at the five letters, which one needs adjusting for next time (S, M, A, R, or T)?

My next goal

Because my goal felt ☐ too easy ☐ about right ☐ too hard, next week I will:

☐ Increase it ☐ Keep it the same ☐ Reduce it ☐ Change the goal completely

My adjusted SMART goal: _____

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