

S.M.A.R.T. HANDOUT



Use this worksheet to help complete any short-term goals you have... writing that essay, reading that chapter, getting that online quiz done, or figuring out what arachibutyrophobia means.

YOUR GOAL IS: _____

S	Specific. What exactly do you want to accomplish?
M	Meaningful. What does this goal mean to you?
A	Actionable. What are the exact steps you will take to reach your goal?
R	Realistic. Is there a good chance you will be successful in reaching your goal?
T	Time. When is your goal due?