

Today's Date: _____ Target Date: _____ Start Date: _____ Date Achieved: _____

Goal: _____

Verify that your goal is SMART

Specific: *What exactly will you accomplish?*

Measurable: *How will you know when you have reached this goal?*

Action-Oriented: *Describe your goals using action verbs and outline the exact steps you will take to accomplish your goal.*

Realistic: *Can you do this in the time given? Give yourself the opportunity to succeed by setting goals you'll be able to accomplish.*

Timely: *When will you achieve this goal?*

Adapted from:
O'Neill, J., & Conzemius, A.(2006). The Power of SMART Goals: Using Goals to Improve Student Learning., Bloomington, IN: Solution Tree Press.