

“SMART” GOALS WORKSHEET
Specific – Measurable – Attainable – Realistic – Time Bound

Use this worksheet to create smart goals and find the motivation to succeed!

Specific

Specific tells exactly what you want to achieve by answering the why, how, when and where of your goal. The clearer your goal, the better odds you have of achieving it. It should be so clear that a child would be able to tell you when you have achieved it. Remember Clarity equals Success!!!

Measurable

You should be able to track and measure your progress along the way. Each measured success builds momentum and motivation as it lets you know you are moving in the right direction.

Your results are measurable along the way

Attainable

If it is, possible that one person can achieve this goal then **YOU CAN** too! Be confident that you can and will achieve your goal. The only goal that is never reached is the one that you give up on. (A goal that would be unattainable would be something in the area of “I want to end hunger in the world” or “I will create world peace”.)

Realistic

Your subconscious needs to believe that it is realistic and possible for you to achieve it. Continue to build your confidence in achieving your goal by reading your goal daily, affirmations, visualization and writing down what achieving your goal will look and feel like

Time Bound

Your goal needs a deadline. They help you to track your progress and keep you focused. Deadlines are not set in stone. Do your very best to achieve your goal on time, but be flexible enough to extend the deadline if you need to.



“SMART” GOALS WORKSHEET
Specific – Measurable – Attainable – Realistic – Time Bound

Examples of a SMART goal:

If your goal is to be healthier, your goal might look something like this:

Specific – I wear size 10 clothing, Exercise an hour a day for 6 days a week, and eat at least 9 servings of fruits and vegetables a day.

Measurable – In the above statement you can measure where you are now in relation to wearing a size 10, exercising an hour a day and eating 9 servings of fruits and vegetables. Where are you now? Begin achieving your goal with smaller measurable actionable baby steps that you can easily attain such as eating one fruit daily.

Attainable – Being healthier is an achievable goal, regardless of your age, sex and current weight

Realistic – Being healthier is realistic for almost every person alive.

Time Bound – How long will it take you to achieve the goal? What baby steps can you take to achieve the greater goal? Set a deadline.

Goal Statement – “By December 31st I am healthier than I have been. I feel more energetic and alive. I am comfortable in size 10 clothing. I enjoy exercising an hour each day and alternate cardio and strength training. I eat a minimum of 9 servings of fruits and vegetables a day and enjoy trying new recipes”

=====

If your goal is to get organized, your goal might look something like this:

Specific – My home and office are well organized. I have systems in place to easily keep it nice and tidy.

Measurable – Determine where you are now. How many rooms are in your home? What drawers and closets need to be cleared out? What can be thrown away? How long will this take you? Begin with one small task at a time. You can measure how many drawers or cabinets have been cleared out. Is your system to keep them organized working?


Attainable – Obtaining a well organized home is an achievable goal. It takes some time and willingness to change your habits. However, the payoff of a clutter-free home also helps you to acquire a clutter-free mind.

Realistic – Being organized is realistic for almost every person alive.

Time Bound – How long will it take you to achieve the goal? What baby steps can you take to achieve the greater goal? Set a deadline.

Goal Statement – “By December 31st my home is clean and organized. I love the fact that I can find anything I want within a minute or two. I have systems in place to keep my home tidy, such as going through the mail and taking care of it each evening and picking things up before I go to sleep. Dishes are washed right after dinner. Once a week I vacuum and dust. I love waking up to a clean inviting environment.



Supporting you to confidently
Create the life of your dreams 

“SMART” GOALS WORKSHEET
Specific – Measurable – Attainable – Realistic – Time Bound

Ask yourself the following questions:

How will you feel when you reach your goal?


What do you need to reach your goal?

Where are you now?

What obstacles may stand in your way?

What are possible solutions?



Supporting you to confidently
Create the life of your dreams 

“SMART” GOALS WORKSHEET
Specific – Measurable – Attainable – Realistic – Time Bound

Write Your Goal:

Specific

Measurable


Attainable

Realistic

Time Bound

Goal Statement (print this out or write on a 3x5 card and read it every morning and every night)




*Supporting you to confidently
Create the life of your dreams* 

“SMART” GOALS WORKSHEET
Specific – Measurable – Attainable – Realistic – Time Bound

List obstacles you may encounter:

List possible solutions:



Supporting you to confidently
Create the life of your dreams 

“SMART” GOALS WORKSHEET
Specific – Measurable – Attainable – Realistic – Time Bound

List baby steps you can take to help you achieve your goal:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____


7. _____

8. _____

9. _____

10. _____



Supporting you to confidently
Create the life of your dreams 

“SMART” GOALS WORKSHEET
Specific – Measurable – Attainable – Realistic – Time Bound

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

"SMART" GOALS WORKSHEET
Specific – Measurable – Attainable – Realistic – Time Bound

Tips to Help You Set Effective Goals:

1. State your goal as a declaration of intention, not a wish. "I want a promotion at work", is a wish. "I will be promoted at work by acquiring the skills I need" is a powerful declaration.
2. Break down long-term goals into several small short-term goals. "I will save \$2,400 this year" can become "I will save \$46.15 each week."
3. Find your why? Why do you want to achieve this goal? What will it mean to you? Are there any negatives about achieving the goal? Do some soul searching. The stronger "WHY" you have to achieve the goal, the motivated you will be to succeed.
4. Be clear about what you want. "I want to find a job" is way too vague. "I will obtain a job in the legal field that will help me to expand and grow" holds more punch.
5. Do not keep your goal a secret. By sharing it with people you trust, they will be able to encourage you to keep on going when things get tough.
6. Write your goal each day. Preferably, with pen and paper, though you can type it on your computer. This cements your goal into your subconscious and builds a strong belief that you can and will achieve it.
7. Read your goal aloud to yourself each day. Say it with conviction and feeling.
8. State affirmations daily. If you have a hard time believing your affirmation, use questions. Instead of affirming, "I feel confident that I will earn \$100,000 a year." Ask yourself "Why do I feel confident in my ability to earn \$100,000 a year?"
9. Meditate every day. Meditation clears the mind and allows your imagination to be creative in giving you inspired action to take that will speed up your success. Meditation also helps you to stay focused and reduces stress.
10. Question yourself. When you begin to doubt yourself ask yourself what limiting belief has formed to create the doubt. Is this belief true? Who would you be without the belief? Are you willing to let go of it?
11. Search out people that have achieved the goal you are working on. Learn what they did and pick out steps that make sense to you and incorporate them into action items.

“SMART” GOALS WORKSHEET

Specific – Measurable – Attainable – Realistic – Time Bound

12. Brainstorm ideas that can help you achieve your goals faster. Get out a sheet of paper and begin listing everything that you can think of that can help you achieve your goal. You could include items such as learning something new or interviewing people that have succeeded.
13. Visualize yourself achieving your goal. How do you feel? Where are you? Who is with you? What do you look like? What are you wearing? What do you see? What do you hear? Take a few minutes every morning and night – just before falling to sleep, really *enjoy the feeling of success!*
14. Let go of perfection. NO ONE is perfect – nope, not even you. Aiming for perfection creates success and keeps your talents and goals hidden. Know that things are not supposed to be perfect. Do the best you can and go on to the next step. Imperfection is what makes the world go round and keeps things new and exciting.
15. Be Flexible! Allow freedom for miracles to happen in your life. If your goal is to earn \$100,000, do not be specific to every detail of how it will happen. Remember that there are millions of ways to achieve any goal and the way you are thinking, may not be the fastest, easiest or the most fun path to take.
16. Take Action! Regardless of how clear you are about your goal, or how much you visualize and affirm, ACTION is required to achieve any goal. Take some form of action every single day that propels you closer to your dream.
17. REWARD each and every success! This builds self-confidence and cements the belief that you will achieve everything you set your mind to.
18. Be persistent. Do not give up. See yourself blasting through challenges. The challenges you face builds your confidence and creates growth.

“SMART” GOALS WORKSHEET
Specific – Measurable – Attainable – Realistic – Time Bound

Do you have something you want to change or achieve in your life?

Maybe you'd like to...

- start a business
- find new love
- get a new career (or a raise)
- lose weight
- Get your child(ren) to behave better
- or something else

No matter what you would like to change or achieve, the secrets to success are the same ...

#1: **Get clear.** As specifically as possible, decide what you want. The clearer you are on what you want to have in your life, the more likely you are to achieve it.

#2: **Get perspective.** Most people don't tell anyone what they want or what they are struggling with and because of that they don't get an outside perspective.

#3: **Get support.** Very few people (if any) achieve anything great alone. Sports stars have teammates and coaches. Be willing to ask the people in your life to support you.

Do you have something SPECIAL, something important for you to change?

If you want to speed up your success rate, then I'd like to help you do it with a special 1-on-1 person, Free "Rapid Change" coaching session where we'll work together to...

- Create a crystal clear vision for 'ultimate success' so you know exactly what you want, where you are headed, and what you need to do to make it happen.
- Uncover hidden challenges that may be sabotaging your ability to make changes that last or that are slowing down your progress
- Leave this session renewed, re-energized, and inspired to finally achieve the change you seek- once and for all

If you would like to take advantage of this very special, very limited, special offer -- 60 minute "Rapid Change" coaching session, [Answer These Questions](#)