

SMART Goals Worksheet

SMART stands for:

Specific

Measurable

Attainable

Relevant

Timely



**On completing this booklet
you should be able to..**

- Set a goal for yourself
- Pick a goal you know you can achieve
- Make sure you can chart the success of your goal
- Know why your goal is worth the effort
- Know when your goal should become a reality

This is a Get Job Ready resource



SMART Goals Worksheet



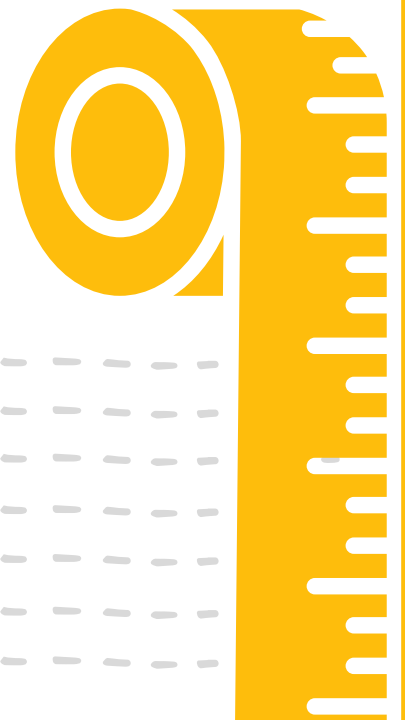
SPECIFIC

Make your goal **SPECIFIC**.
What do you want to achieve?

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MEASURABLE

Make your goal **MEASURABLE**.
How will you know when you have
achieved your goal?



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ATTAINABLE



Make your goal ATTAINABLE.
How can the goal be accomplished?

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RELEVANT



Make your goal RELEVANT.
Is this goal worth working hard towards? Explain why.

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TIMELY



Make your goal **TIMELY**.
By when will this goal be accomplished?

When we set goals which matter to us... goals which we know we can achieve...

We are taking a positive step to a better future.

