WOMEN IN BUSINESS RVA

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SMART Goals Worksheet

Instructions:

Using this worksheet, you will define one of your intentions as a SMART goal. Remember, a **SMART goal** is **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**imely.

Step 1: Identify Your Intention

What is your intention?
(Write a brief statement about what you want to achieve.)

Step 2: Make It SMART

1.

Specific

What exactly do you want to accomplish?

2.

Measurable

How will you measure your progress?

3.

Achievable

Is this goal realistic? What steps will you take to achieve it?

4.

Relevant

Does this goal align with your overall intentions and values?

5.

Time-bound

When do you want to achieve this goal by?

Step 3: Write Your Complete SMART Goal

Combine your answers to create your SMART goal statement:

Final Reflection

What challenges do you anticipate, and how will you overcome them?

Who can support you in achieving this goal?

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