



The
Exceptional
Skills

SMART Goals Template & Worksheet

This is a SMART Goals template and worksheet that you can use to help you write (and accomplish) your SMART goals.

As a quick reminder, here is what each letter of SMART stands for:

Specific – It needs to be specific, not vague. Concrete.

Measurable – You must be able to measure and track it and know if you completed it or not.

Attainable – It needs to be humanly possible, but it also needs to challenge you. It's okay to chase the "impossible".

Relevant – It needs to relate to and be relevant to your work and job, your other goals, season in life, priorities, etc.

Time-based – It needs to have some form of time-table or deadline.

STEP 1: WRITE THE GOAL

What is it that you want to want to achieve/do/accomplish?

Now rewrite it and make sure it's specific.

Any stranger should be able to look at it and know exactly what you want just by looking at it. Example: "earn more money" vs "earn \$20,000 more on commission".

Now make sure it's measurable.

Use a number or a benchmark or event. For example, "20%" or "land a man on the moon".

Now make sure it's time-based.

It has a deadline or timetable. Example: "by June 20th" or "in 3 weeks" or "3x a week".

Ask yourself, does this challenge and stretch me? YES / NO

Ask yourself, is it attainable/humanly possible (and do you believe you can do it)? YES / NO

Ask yourself, is this relevant to my other goals, my work/job duties, season of life, priorities, values, and so on? YES / NO

Other questions to ask yourself:

- **Is this a goal you are passionate about? YES/NO**
(If no, find a goal you are passionate about or find your own "why" and passion for the goal)
- **Do you truly believe you can do it? YES/NO**
(if no, you likley won't put in the effort to make it happen)
- **Are you focused on 1-3 goals are chasing after many? 1-3 / Many**
(If chasing after too many at once, you won't give any the attention it needs)
- **Is the goal short and concise or is it very wordy? Concise/Wordy**
(Short, concise goals are powerful and inspiring. Wordy goals aren't. If wordy, shorten it as much as you can. Don't add strategy or plan to your goal. That comes later.)

STEP 2: PLAN IT OUT

Now that you have your goal, you need to plan it out. You can write out the steps you need to take or, depending on the goal, write out sub-goals and write out plans for each of those. You can use this template for each sub-goal if desired.

What steps will you need to take to make this goal happen? (Feel free to use another piece of paper)

What 1-3 steps, if done, would have the greatest impact?

(Focusing on these steps will have the most impact toward your goal)

It can also be helpful to organize your plan by sequence and priority.

Note: It's okay not to know all the steps. It's okay to include research/learn more as your only step if that is what you need to do.

Now, what is the first step you need to take (ideally, make it simple and easy)?

Step 3: TAKE ACTION IMMEDIATELY

Now that you have your SMART Goal written, your plan written, and your first step ready, **TAKE ACTION**.

Take action immediately. Get the momentum going.

The reason many never complete their goals is they never start.

Next/Other Possible Steps:

- Post Your goal on the wall or where you can see it to remind you.
- Create a scoreboard that shows your goal, your progress, and where you ideally should be
- Make it part of your daily routine and schedule
- Do something every day toward it, as much as possible
- Visualize your goal. See yourself doing it. See yourself finish the goal and feel the emotion and thrill of success. Do this daily/consistently.

For more on SMART Goals, check out:

- [Your Guide to SMART Goals: How We Do Them Wrong, and How to Do Them Right](#)
- [25+ SMART Goals Examples for Life and Work \(Both Quick and Detailed Examples\)](#)