Goal Setting Worksheet

*This worksheet will help you set and define your goals and assist you in making a plan to achieve those goals. Make sure you identify **SMART** goals (Specific, Measurable, Achievable, Relevant, and Time-Oriented).*

Set Your Goals: Identify two goals—one that is academic and one that is non-academic.

1. _____
_____
_____

2. _____
_____
_____

Make sure your goal is a **SMART** goal. Is it…

S	**Specific:** What am I going to do? Why is this important to me?
M	**Measurable:** How will I measure my success? How will I know when I have achieved my goal?
A	**Achievable:** What will I do to achieve this goal? How will I accomplish this goal?
R	**Relevant:** Is this goal worthwhile? How will achieving it help me? Does this goal fit my values?
T	**Time-Oriented:** When will I accomplish my goal? How long will I give myself?

If you cannot meet each criterion, revisit your goal and modify it to meet the SMART categories.

Make a Plan: Break your academic goal into small steps that will help you work toward your main goal. Remember that each step must be *measurable* and *achievable*.

Step	Time Allocated	Deadline

Plan Ahead: For each step that you listed, think about any resources or support you may need. Do you have these, and if not, are you able to get them? What potential obstacles might arise, and how will you overcome each of these obstacles?

Resource Needed/Obstacle Identifed	What is needed to obtain resource/overcome obstacle?	Who can help/support me?

Visualize Your Success: How will you know you have achieved your goal? What will it look and feel like?

_____
_____