

Goal-Setting Worksheet

Goal: _____

Deadline: _____

Roadblocks? _____

The goal is...

- Long term-i.e., timeline is 6 months or more in the future
- Short term-i.e., timeline is weeks or months

SMART Checklist

<input type="checkbox"/> Specific	The goal is stated in clear language with no ambivalence.
<input type="checkbox"/> Measurable	The goal is quantifiable and spells out what success looks like.
<input type="checkbox"/> Attainable	I have the time and resources to achieve the goal as stated.
<input type="checkbox"/> Relevant	The goal maps to my vision and will contribute to the long-term success for my practice.
<input type="checkbox"/> Time-bound	The goal has a clear completion date.

Getting it Done

Action Item	Who is doing it?	Deadline