**Access and Success**

**Smart Goal Worksheet**

Today’s Date:

Target Date:

Start Date:

Date Achieved:

Goal:

**Verify that your goal is SMART**

**Specific:** *What exactly will you accomplish?*

**Measurable:** How will you know when you have reached this goal?

**Action-Oriented:** Describe your goals using action verbs and outline the exact steps you will take to accomplish your goal.

**Realistic:** Can you do this in the time given? Give yourself the opportunity to succeed by setting goals you’ll be able to accomplish.

**Timely:** When will you achieve this goal?

Adapted from:

O’Neill, J., & Conzemius, A.(2006). The Power of SMART Goals: Using Goals to Improve Student Learning., Bloomington, IN: Solution Tree Press.