

# SMART Goal-Setting Worksheet

All SMART Goals are Specific, Measurable, Actionable, Relevant, and Time-Bound  
Complete the fields below to turn any goal into a SMART goal

**What is Your Primary Goal?**

**Why is This Goal Important to You?**

**S** How is This Goal Specific?

**M** How Will This Goal be Measured?

**A** How is This Goal Actionable?

**R** How is This Goal Relevant?

**T** When Do You Expect to Achieve This Goal?

**Rewrite Goal Using the SMART Format (Specific, Measurable, Actionable, Relevant, and Time-Bound)**

**List Out Necessary Action Items Based on Your Defined SMART Goal, Including Completion Dates**

1 ...

2 ...

3 ...

*For more information & resources, check out my article on [SMART goal-setting](#)*

# Annual Goal-Setting Worksheet

*Annual Goals Are Achieved in 12 Months and Are Broken Down Into Quarterly Goals That Build on Each Other  
Complete the fields below to take your annual goal and break it down into smaller, more bite-sized goals*

**What is Your Desired Annual Goal?**

**Why is This Goal Important to You?**

**What Do You Need to Do in the 4th Quarter (Q4) in to Achieve Your Annual Goal by Year-End?**

*This becomes your Q4 goal, with its achievement resulting in the achievement of your annual goal*

**What Do You Need to Do by the End of the 3rd Quarter (Q3) to Set up Your Q4 Goal?**

*This becomes your Q3 goal, with its achievement necessary before moving onto Q4*

**What Do You Need to Do by the End of the 2nd Quarter (Q2) to Set up Your Q3 Goal?**

*This becomes your Q2 goal, with its achievement necessary before moving onto Q3*

**What Do You Need to Do by the End of the 1st Quarter (Q1) to Set up Your Q2 Goal?**

*This becomes your Q1 goal, with its achievement necessary before moving onto Q2*

**What Do You Need to Do Today in Order to Achieve Your Q1 Goal by Quarter's End?**

*This becomes your immediate action item to begin the pursuit of your annual goal*

**List Out Immediate Action Items Based on the Breakdown of Your Annual Goal**

1 ...

2 ...

3 ...

# Long-Term Goal-Setting Worksheet

*Long-Term Goals Typically Take 5+ Years to Achieve, Making Vision-Setting Important*

*Because of this, use the fields below to define your long-term vision(s) and translate that into a series of annual goals*

<b>5+ Year Vision</b>	<b>Year 5 Goal</b>
	<b>Year 4 Goal</b>
	<b>Year 3 Goal</b>
	<b>Year 2 Goal</b>
	<b>Year 1 Goal</b>

<b>5+ Year Vision</b>	<b>Year 5 Goal</b>
	<b>Year 4 Goal</b>
	<b>Year 3 Goal</b>
	<b>Year 2 Goal</b>
	<b>Year 1 Goal</b>

**List Out Immediate Action Items Based on Your 5+ Year Vision and Resulting Annual Goals**

1 ...

2 ...

3 ...

# Goal-Setting Worksheet for Different Areas of Life

*It's Common to Have Multiple Goals Across Many Different Areas of Life, Often Independent of One Another*

*Complete the fields below to identify your areas of life and define a goal in each concentration*

<b>Area of Life</b> <i>(like "family")</i>	<b>Short-Term Goal</b>	<b>Medium-Term Goal</b>	<b>Long-Term Goal</b>
<b>Area of Life</b> <i>(like "career")</i>	<b>Short-Term Goal</b>	<b>Medium-Term Goal</b>	<b>Long-Term Goal</b>
<b>Area of Life</b> <i>(like "health")</i>	<b>Short-Term Goal</b>	<b>Medium-Term Goal</b>	<b>Long-Term Goal</b>
<b>Area of Life</b> <i>(like "financial")</i>	<b>Short-Term Goal</b>	<b>Medium-Term Goal</b>	<b>Long-Term Goal</b>
<b>Area of Life</b> <i>(like "learning")</i>	<b>Short-Term Goal</b>	<b>Medium-Term Goal</b>	<b>Long-Term Goal</b>
<b>Area of Life</b> <i>(like "happiness")</i>	<b>Short-Term Goal</b>	<b>Medium-Term Goal</b>	<b>Long-Term Goal</b>

**List Out Immediate Action Items Based on Your Identified Life Areas and Associated Goals**

1 ...

2 ...

3 ...

# Goal-Setting Worksheet for Different Roles in Life

*It's Common to Have Multiple Roles in Life, Such as Spouse, Parent, and/or Friend, Each Requiring a Goal*

*Complete the fields below to identify the different roles you play and choose a goal for each area*

<b>Life Role</b> <i>(like, "as a spouse...")</i>	<b>Short-Term Goal</b>	<b>Medium-Term Goal</b>	<b>Long-Term Goal</b>
<b>Life Role</b> <i>(like, "as a parent...")</i>	<b>Short-Term Goal</b>	<b>Medium-Term Goal</b>	<b>Long-Term Goal</b>
<b>Life Role</b> <i>(like, "as a friend...")</i>	<b>Short-Term Goal</b>	<b>Medium-Term Goal</b>	<b>Long-Term Goal</b>
<b>Life Role</b> <i>(like, "as a daughter/son...")</i>	<b>Short-Term Goal</b>	<b>Medium-Term Goal</b>	<b>Long-Term Goal</b>
<b>Life Role</b> <i>(like, "as a neighbor...")</i>	<b>Short-Term Goal</b>	<b>Medium-Term Goal</b>	<b>Long-Term Goal</b>
<b>Life Role</b> <i>(like, "as a co-worker...")</i>	<b>Short-Term Goal</b>	<b>Medium-Term Goal</b>	<b>Long-Term Goal</b>

**List Out Immediate Action Items Based on Your Identified Life Roles and Associated Goals**

1 ...

2 ...

3 ...