



WV State P.E.O.

Chapter Worksheet

S.M.A.R.T. Goal Worksheet

Most people don't plan to fail;they fail to plan

Planning made simple for achieving Goals

S.M.A.R.T. Goals Criteria	Goal 1:	Goal 2:	Goal 3:	Goal 4:	Goal 5:
S pecific Is it too vague? What are you going to do exactly. What do you want to accomplish?					
M easurable If you can't measure it, you can't manage it? Ask yourself—"How Much?"					
A ttainable Is it too difficult? If it's too hard it will set up failure. Is this goal achievable?.					
R ealistic Is it do-able? It acquires some effort but not too difficult. Is it too big?					
T imely Set a timeframe for the goal. By when do you want to achieve it?					