**SMART GOAL SETTING AND ACTION PLANNING WORKSHEET**

Use this worksheet to identify SMART goals and outline specific steps you need to take to achieve your goals.

Your goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**SMART goal checklist:**

❑ Specific

❑ Measurable

❑ Attainable

❑ Realistic

❑ Time-based

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| **Action steps****What needs to be done?** | **Deadline****When should this step be completed?** | **Necessary****Resources****What resources can you use to complete this step?** | **Potential challenges****Are there any potential challenges that may impede completion? How will you overcome them?** | **Potential SupportWhat people in your life can support you to complete this action step? What can they do to support you?** | **Result****Was this step successfully completed? Were any new steps identified in the process?** |
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| **Action step** | **Deadline** | **Necessary****Resources** | **Potential challenges** | **Potential** | **Result** |
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