



## SMART Goals Worksheet - Plan, Track & Achieve

Date: February 22, 2025

*"A goal without a plan is just a wish." - Antoine de Saint-Exupéry*

Use this worksheet to define, plan, and track your goals effectively. Complete each section to ensure your goal is Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Update your progress using the status categories provided.

### Goal

What is your main goal? Be as clear as possible.

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### Specific

What exactly do you want to achieve? Define details.

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### Measurable

How will you measure progress? Define clear criteria.

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### Achievable

Is this goal realistic given your resources and time?

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**Relevant**

Does this goal align with your broader objectives? Why does it matter?

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**Time-bound**

What is the deadline for achieving this goal?

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**Action Plan**

List the key steps you will take to achieve this goal.

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**Progress Tracking**

Use the categories below to track your progress:

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**Progress Status Options:**

- Not Started: No action taken yet.
- Planning Stage: Researching and outlining steps.
- In Progress: Actively working toward the goal.
- Stalled: Progress has stopped temporarily.
- Almost There: 75%+ done, just finalizing things.
- Completed: Successfully reached the goal!
- Revised/Dropped: Goal changed, postponed, or no longer relevant.

**Reward System:**

How will you celebrate success once you reach your goal? Define a reward that keeps you motivated along the journey.

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**Forward & Thrive**