# SMART GOALS WORKSHEET

Choosing your most important goals helps you avoid getting bogged down and overwhelmed. Use this worksheet to list things you would like to accomplish as a result of your mentoring relationship.

Check the box that most realistically reflects what you can accomplish in your six month relationship. What do you consider to be your top three most important goals?

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_Target Date: \_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Achieved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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**Achievable:** *Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?*

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**Relevant:** *Why is this goal significant to your life?*

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

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**This goal is important because:**

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**The benefits of achieving this goal will be:**

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**Take Action!**

**Potential Obstacles Potential Solutions**

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**Who are the people you will ask to help you?**

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**Specific Action Steps:** *What steps need to be taken to get you to your goal?*

**What? Expected Completion Date Completed**

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