

Goal Setting **TEMPLATE**



Step 1: Write down your goal in as few words as possible.

Our goal is to:

Step 2: Make your goal detailed and SPECIFIC. Answer who/what/where/how/when

HOW will you reach this goal? List at least 3 action steps you'll take:

- 1.
- 2.
- 3.

Step 3: Make your goal MEASURABLE. Add details, measurements and tracking details.

We will measure/track our goal by using the following numbers or methods:

We will know we reached our goal when:

Step 4: Make your goal ATTAINABLE. What additional resources do you need for success?

Items we need to achieve this goal:

Things we may need to learn more about:

People we will need to talk to for support:

Step 5: Make your goal RELEVANT. List WHY you want to reach this goal.

Step 6: Set a TIME to accomplish your goal. When would you like this done?

Date / Time:

S.M.A.R.T. Goals

bring
change
to mind

high school



S

Specific

Good goals are clear and defined. If the goal is too broad, they will be hard to accomplish.



M

Measurable

Steps leading up to your desired goal is very important. It will keep you organized during this process.



A

Attainable


Consider what additional things you will need for this goal like materials, advice, and/or space. Make sure all of this is easy to access.



R

Relevant

Based on the climate and demographic of your campus, is the goal relevant?



T

Timely

Make sure that your club has enough time to accomplish not only the goal, but the steps following it. Set a realistic deadline.