**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9237&utm_source=template-word&utm_medium=content&utm_campaign=Goal+Setting-word-9237&lpa=Goal+Setting+word+9237)Goal Setting Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SMART Goals** | **S**pecific | **M**easurable | **A**ction-Oriented | **R**elevant | **T**ime-Oriented |

**Define Goals**

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |

**Break Each Goal Into Smaller Measurable And Attainable Steps**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal** |  | | |
| **Step Description** | | **Time Required** | **Set Deadline** |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |

**FURTHER PLANNING**

|  |  |  |
| --- | --- | --- |
| **Further Planning** | **Desired Outcome** | |
| **Detail Required Resources** | **Define Measurements for Success** |
|  |  |
| **Define Potential Obstacles** |
|  |
| **Plans For Overcoming Obstacles** | **Describe the Outcome or the Achieved Goal** |
|  |  |

|  |
| --- |
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