

## SMART-VIEW Goal Setting Worksheet

1. Write it down! A goal I have is: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Go through the SMART steps:

Mnemonic		Description	Your step	Criteria Met?
<b>S</b>	Specific	<i>Describe specifically what you will accomplish, keep it simple</i>		
<b>M</b>	Measurable	<i>How will you know it's done? What is the end result?</i>		
<b>A</b>	Action Accountable	<i>What action/s will you take and who will you tell?</i>		
<b>R</b>	Realistic	<i>Is this 'do-able' right now considering your time and resources?</i>		
<b>T</b>	Time	<i>By when will this be done? <b>DATE</b></i>		

3. Once all the criteria are met, re-write your SMART goal: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Now – check out your VIEW of this goal:

Mnemonic		Description	Your step	Criteria Met?
<b>V</b>	Values	<i>What values of yours are met with this goal? List them.</i>		
<b>I</b>	Important	<i>On a scale of 1-10: How important is this? How motivated are you?</i>		
<b>E</b>	Evaluate	<i>How will you know this is the right goal for you? When will you evaluate it and make necessary changes?</i>		
<b>W</b>	Who	<i>Who will you tell? Who will hold you accountable and who can support you with this goal?</i>		

5. Share this page with your “who” so that they can support you in accomplishing this goal!