

SMART-VIEW™ Goal Setting Worksheet

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

2. Go through the S.M.A.R.T. Steps below:

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

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

4. Now - check out your V.I.E.W. of this goal:

	Mnemonic	Description	Your Answers
V	Values	<i>What values of yours are met with this goal? List them.</i>	
I	Importance	<i>On a scale of 1-10: How important is this? How motivated are you?</i>	
E	Evaluate	<i>How will you know this is the right goal? When will you evaluate it and make necessary changes?</i>	
W	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" to get support in accomplishing this goal!