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| SMART Goal setting Worksheet | | | | | | | | | |
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| S Specific | | Your goal should be well defined, detailed and clear. Try to relate it to the five "W" questions: | | | |  | | | |
| 1. **Who** needs to be involved? | | | |
| 2. **What** do I need to do? | | | |
| 3. **Where** will I reach this goal? | | | |
| 4. **When** will I reach the goal? | | | |
| 5. **Why** do I want to achieve this goal? | | | |
|  |  |  |  |
| M Measureable | | Is your goal measurable? You should be able to tell when you reach your goal easily. | | | |  | | | |
| A Achievable | | Can you reach the goal, taking into account your available time, skills and knowledge? Do you have the resources you require? If not, who can help with this? | | | |  | | | |
| R Realistic | | Is your goal realistically achievable within the given time frame and with the available resources? | | | |  | | | |
| T Timely | | Set a **start** and **finish** date for your goal. | | | |  | | | |
|  |  |  |  |  |  |  |  |  |  |
| Now use the notes above to set some SMART goals for your PWBC | | | | | | | | | |