

# SMART GOALS PLANNER

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A step-by-step, practical guide to help you set clear, achievable, and meaningful goals using the SMART framework.

This planner is designed to walk you through the thinking process behind great goals — not just what you want to achieve, but how, why, and when you'll achieve it.

## How to Use This Planner

Take this planner one step at a time. You don't need to rush. Think deeply, write honestly, and revisit your answers often.

SMART goals are:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

## Step 1: Clarify Your Goal (Specific)

Start by clearly defining what you want to achieve.

Ask yourself:

- What exactly do I want to accomplish?
- Why is this goal important to me?
- Who is involved?
- Where will this happen?

Write your goal in one clear sentence:

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Why this goal matters to me:

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## Step 2: Define Success (Measurable)

A goal becomes powerful when you can measure progress.

Ask yourself:

- How will I know I'm making progress?
- What does success look like?
- How will I track this goal?

My success metrics:

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How I will track progress (tools, habits, check-ins):

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### Step 3: Check Reality (Achievable)

Your goal should stretch you — but still be realistic.

Ask yourself:

- Do I have the skills or resources needed?
- What obstacles might I face?
- How can I overcome them?

Resources I already have:

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Possible obstacles and solutions:

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#### **Step 4: Align With Purpose (Relevant)**

Relevant goals connect to your values, vision, or long-term plans.

Ask yourself:

- Does this goal align with my life or career direction?
- Is now the right time?
- Who benefits if I achieve this goal?

How this goal aligns with my bigger picture:

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## Step 5: Set a Deadline (Time-bound)

Every goal needs a clear timeframe.

Ask yourself:

- When will I start?
- When should I finish?
- Are there milestones along the way?

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

Milestones:

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## Your Final SMART Goal Statement

Now combine everything into one SMART goal statement:

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Confidence check: On a scale of 1–10, how confident am I that I can achieve this goal?

Score: \_\_\_\_\_

What would increase my confidence by one point?

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## Reflection & Commitment

Take a moment to reflect.

- What excites me most about this goal?
- What will I do when motivation drops?

My commitment to myself:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_