

Goal Setting Worksheet

This worksheet can help you set clear, attainable, and meaningful work-related and career development goals using the SMART model. SMART goals are Specific, Measurable, Attainable, Relevant, and Time-bound. Using this form can help clarify your objectives and ensure they align with both your personal growth and organizational expectations.

- A **specific** goal is clear, detailed, and answers key questions such as what you want to accomplish, why it's important, who is involved, where it will happen, and any relevant constraints.
- A **measurable** goal includes concrete criteria to track progress.
- An **attainable** goal is realistic yet may be challenging, often pushing your skills while remaining achievable.
- A **relevant** goal aligns with your broader objectives and is something truly needed or wanted.
- Finally, a **time-bound** goal has a clear deadline, focusing your efforts.

In the tables below, document how your goals fit the different elements of the SMART model. The first table has been filled in as an example.

Work-Related Goal

Set aside dedicated time for professional development and learning.

SMART Goal Component	Details
Specific	<i>I commit to allocating regular time specifically for professional development activities, such as attending webinars, completing online courses, or reading industry-</i>
Measurable	<i>I will set aside at least 2 hours per week for professional development activities. I will track the number of hours devoted to learning and the number of courses or materials</i>
Attainable	<i>Given my current workload and time management, 2 hours a week is a realistic and achievable commitment. Breaking this into manageable daily or weekly sessions will</i>
Relevant	<i>This goal aligns with workplace and career objectives, helping to acquire new skills, stay up to date with industry trends, and increase overall job performance.</i>
Time-bound	<i>I will implement this goal over the next 3 months, with progress reviewed at the end of each month to assess the impact and adjust the time if necessary.</i>

Work-Related Goal

SMART Goal Component	Details
Specific	
Measurable	
Attainable	
Relevant	
Time-bound	

Work-Related Goal

SMART Goal Component	Details
Specific	
Measurable	
Attainable	
Relevant	
Time-bound	

Career Development Goal

SMART Goal Component	Details
Specific	
Measurable	
Attainable	
Relevant	
Time-bound	

Career Development Goal

SMART Goal Component	Details
Specific	
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