

# Setting SMART Goals: Worksheet

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Think of something you'd like to do or achieve. Turn that idea into a SMART goal.

Goals can be big or small, long-term or short-term. Pick one type of goal and use this worksheet to make it SMART and build a plan to achieve it.

- **Short-term** (Today, this week, this month), e.g. finish essay, get a part-time job.
- **Mid-term** (This semester or year), e.g. improve GPA, get an internship
- **Long-term** (1–5 years), e.g. finish your degree, postgraduate study, graduate programme, travel.

## 1. Write down a goal you have for your time at university or beyond:

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## 2. Check: Is it SMART?

<b>Specific</b> Adding specific details makes it easier to know what you are aiming for.	
<b>Measurable</b> How will you know if you have achieved your goal or not?	
<b>Achievable</b> Is the goal realistic? Ideally, you want to stretch yourself, but not so much that you feel overwhelmed and give up	
<b>Relevant</b> Make your goal meaningful. Why is it worthwhile?	
<b>Timely</b> Give yourself a deadline to complete the goal.	

### 3. Build a plan

Once you have some concrete goals, you can start breaking them down into smaller, more achievable steps. Life is unpredictable – so it’s also a good idea to think about how you will stay motivated and deal with potential obstacles.

a. How will I benefit from achieving my goal?

b. What steps can I take to achieve my goal?

c. How can I stay motivated?

d. What obstacles might get in the way? How can I mitigate these obstacles?

e. How will I celebrate achieving my goal?

### 4. Be flexible

Review your goals and make sure they are still relevant to what you want out of life. Don't be afraid to change direction if things change!