



GOAL SETTING/ACTION PLAN WORKSHEET

S.M.A.R.T Goals – Short Term

*Goal setting can be overwhelming. This tool is designed to help you organize your thoughts on how to think through an effective short-term goal that you will **actually attain**. Beneath each section are some guiding questions and ideas for thinking through the aspects of the goal.*

Specific	Measurable	Attainable	Realistic/Relevant	Timely
<ul style="list-style-type: none"> - 6 W Questions – who, what, when, where, why, which? - Is the goal stated clearly? 	<ul style="list-style-type: none"> - How much? - How often? - How many? - How will I know it's accomplished? - Is it easy to see that I'm accomplishing the goal? 	<ul style="list-style-type: none"> - What attitudes, abilities, skills, and financial capacity do I need? - What overlooked opportunities exist? - What are gaps that need to be closed for me to do this? 	<ul style="list-style-type: none"> - Is it important to me? - Am I willing and able to work toward it? - Do I believe it can be accomplished? - Is this a researched approach? 	<ul style="list-style-type: none"> - By when? (ie. End of semester) - What is the time frame? - Can I start this immediately?

In the space below, write a **goal statement** for your personal academic improvement.

ACTION PLAN: Now that you have a goal, how will you specifically accomplish it? Write a numbered list of **specific, detailed actions** you will take to achieve your goal.

1.

2.

3.

Add more steps/thoughts as needed...

SELF-EVALUATION: Lastly, think through 1-2 things you would like to learn from this goal setting and goal-achieving experience. How do you want to grow as a student/person upon achieving this goal?