Date: \_\_\_\_\_\_\_\_ Consumer name: \_\_\_\_\_\_\_\_ ILS name: \_\_\_\_\_\_\_\_

Step 1: Write down your draft goal:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 2: Make your draft goal SMART:

|  |  |
| --- | --- |
| **SMART** | **Discuss and answer the questions** |
| **Specific:*** What exactly do you want to accomplish?
* How will you accomplish this goal? (List the specific action steps)
 |  |
| This goal is specific? Yes No |
| **Measurable:*** How will you measure your goal (e.g., how many? how much?)?
* How will you track your goal?
 |  |
| This goal is measurable? Yes No |
| **Attainable:*** What resources do you need to achieve this goal?
* What skills do you need to achieve this goal?
* How can you find the time?
* Where can you get support?
 |  |
| This goal is attainable with effort and commitment? Yes No |
| **Relevant:*** Why is this goal important to you, personally and/or professionally?
 |  |
| This goal is relevant to you? Yes No |
| **Time-based:*** When will you achieve this goal?
* Is the timeline realistic?
 |  |
| This goal is time-based? Yes No |

Step 3: Write down your finalized SMART goal:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_