Placentia Library District

SMART Goals Worksheet

SMART goals are *specific*, *measurable*, *attainable*, *relevant*, & *time based.*

What is your goal?

- _____

Why do you want to achieve this goal?

- _____

Today's Date: / /

Goal Completion Date: / /

Is your goal SMART? Your goal should be realistic and important to you, and should clearly state what you are trying to accomplish. You should be able to measure or track your progress toward completion of the goal. You should also determine a deadline of when you want to reach it.

- **Specific** *What is it that you want to achieve? (who, what, why, where, when?)*
  _____
  _____
  _____
- **Measurable** *How will you know that you've reached your goal? (how much, how often, how many?)*
  _____
  _____
  _____
- **Attainable** *How will you achieve it? What changes are needed?*
  _____
  _____
  _____
- **Relevant** *Why is this goal important to you?*
  _____
  _____
  _____
- **Time Based** *When do you want to reach your goal?* ____/____/_____
  Why is this date significant?

PESOS - Prepare Explain Show Observe Supervise *What steps are critical for you achieve your goal?*					
Task	**P**	**E**	**S**	**O**	**S**