

SMART Goals Organizer

Instructions

To effectively use this organizer, follow these steps:

- **Identify Your Goal:** Clearly define what you want to achieve.
- **Fill in the Table:** Use the SMART criteria to outline your goal in the table provided.
- **Create an Action Plan:** List the steps needed to achieve your goal.
- **Track Your Progress:** Regularly update your progress in the table.
- **Reflect:** After completing your goal, reflect on the process and what you've learned.

Action Plan

List your action steps here:

- Step 1:
- Step 2:
- Step 3:

Progress Tracking

- [Date/Milestone] - [Progress update]
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Reflection

- What worked well?
- What challenges did you face?
- How can you improve for the next goal?

Criteria	Description
Specific	What exactly do you want to achieve? Who is involved? Where will it take place? Why is this goal important?
Measurable	How will you measure progress? What are the key milestones?
Achievable	Is the goal realistic? What resources or skills are needed?
Relevant	Why is this goal important now? Does it align with your other objectives?
Time-bound	When do you want to achieve this goal? What is the deadline?