**Setting SMART goals: Goal Setting Worksheet**

This worksheet will help you define goals, allowing you to plan to assist you in successfully achieving each goal.

Remember that you are identifying **SMART** (**S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-oriented).

**Step 1: Set your goals** (one related to academic success, and one related to non-academic success)

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**STOP**. Check your work—is each goal SMART? Is it:

Specific? Measurable? Achievable? Relevant? Time-orientated?

If you cannot check each box, go back and revisit your goal. How can you modify your goal to make sure that it meets each SMART criteria?

**Step 2: Make a plan ::** Break up your goals into small steps that will help you work toward your main goal. Remember each step must be measurable and attainable.

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| Step | Time Allocated/Needed | Deadline |
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**Step 3 :: Look Ahead**—for each step above, think about resources or support you need. Do you have these resources? If not, what will you need to obtain them? What potential obstacles might there be? How will you overcome those obstacles?

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| Resource Needed/Obstacle Identified | What is needed to obtain resource/overcome obstacle? | Who can help/support me? |
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**Step 4: Visualize Success** :: How will you know that you have achieved your goal? What will it look like and feel like?

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