

# Personal Goal Development Worksheet

This worksheet is designed to help you set, track, and achieve your personal goals using the SMARTER framework, which stands for Specific, Measurable, Attainable, Relevant, Time-bound, Evaluate, and Readjust. Follow the simple steps below to define your goals, create an action plan, and track your progress.

## Goal Identification (SMARTER)

Write down a SMARTER goal that is Specific, Measurable, Attainable, Relevant, Time-bound, and includes Evaluation and Readjustment components.

Example: "Lose 10 pounds within the next 3 months by exercising and eating healthier, evaluate progress every two weeks, and adjust the plan as needed."

## Action Plan

Break down your goal into smaller tasks or milestones. Write the steps needed to achieve each milestone, resources required, and potential obstacles.

Example:

Milestone 1: Start a weekly workout routine

Step 1: Research workout routines

Step 2: Choose a suitable routine

Step 3: Schedule workouts in the calendar

Resources: Gym membership, workout clothes, and shoes

Obstacles: Busy schedule, lack of motivation

## Timeline

Create a realistic timeline for achieving your goal. Write the deadlines for each task or milestone.

Example:

Milestone 1 Deadline: Two weeks from today

Task 1 Deadline: Three days from today

Task 2 Deadline: One week from today

Task 3 Deadline: One week and three days from today

## Progress Tracking

Update your progress on each task or milestone regularly. Use checkboxes or write notes to stay accountable and motivated.

Example:

Milestone 1: Start a weekly workout routine [Completed]

Task 1: Research workout routines [Done]

Task 2: Choose a suitable routine [Done]

Task 3: Schedule workouts in the calendar [Done]

## Evaluation

Assess your progress towards your goal at regular intervals, as specified in your SMARTER goal statement.

Example: Every two weeks, review the progress made towards losing 10 pounds and make note of any successes or challenges faced.

## Readjustment

Based on your evaluation, make any necessary adjustments to your action plan, timeline, or even the goal itself to ensure continued progress.

Example: After the first evaluation, I found that I am not losing weight as quickly as expected. I will adjust my plan by adding an extra day of exercise per week and reducing my daily calorie intake by 200 calories.

Remember to be patient with yourself and celebrate your achievements, no matter how small they may seem. Keep working towards your SMARTER goals and enjoy the journey!

