

Accountability Sunday

GOAL SETTING WORKSHEET

TODAY DATE

GOAL COMPLETION DATE

WHAT IS THE GOAL?

WHY IS THIS GOAL IMPORTANT?

ARE YOUR GOALS SMART?

POTENTIAL PROBLEMS TO KEEP YOU FROM COMPLETING SAID GOAL

SPECIFIC

☐

IS THE GOAL CLEARLY WRITTEN?

MEASURABLE

☐

DOES THE GOAL HAVE AN OUTCOME?
DOES IT ANSWER THE QUESTION
OF HOW MUCH, MANY, WHEN?

ACHIEVABLE

☐

IS THIS GOAL SOMETHING YOU CAN
ACHIEVE IN THE TIME YOU ARE
TRYING TO ACHIEVE IT? DO YOU
HAVE THE TOOLS AND RESOURCES
IN PLACE TO MAKE THIS GOAL HAPPEN
BY THE TARGET DATE?

RELEVANT

☐

DOES THIS GOAL MATTER IN YOUR
CAREER? WILL IT IMPROVE YOUR
PERSONAL LIFE? WILL YOU SEE A
DIFFERENCE AFTER THIS GOAL IS
COMPLETED?

TIME

☐

DOES THIS GOAL SET A CLEAR AND
SPECIFIC TIME FRAME THAT YOU
CAN GET IT DONE?

ACTION STEPS TO TAKE TOWARDS GOAL