Goal planner

Make a goal specific, give it a date and break it into steps.

Name _____ Date _____

What I want, and why it matters to me

Sharpening it

	My answer
Specific: what exactly will I do?	
Measurable: how will I know I have done it?	
Achievable: is it realistic for me now? What might I need?	
Relevant: how does it fit with what matters to me?	
Time: by when?	

My goal, in one sentence

Step	What I will do	By when	Done
1			
2			
3			
4			

Who will I tell, and when will I review it?

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