



SMART Tool

THE GOAL SETTING WORKSHEET

Spend some time thinking about something you would like to achieve in the short term (within the next three months), medium term (within the next 12 months) and in the longer term (within the next two years).

Short Term

Something I would like to achieve within the next three months is:

Steps I will need to take to achieve this:

Medium Term

Something I would like to achieve in the next 12 months is:

Steps I will need to take to achieve this:

Long Term

Something I would like to achieve in the next two years is:

Steps I will need to take to achieve this:
