Date: \_\_\_\_\_\_\_\_ Consumer name: \_\_\_\_\_\_\_\_ ILS name: \_\_\_\_\_\_\_\_

Step 1: Write down your draft goal:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 2: Make your draft goal SMART:

|  |  |
| --- | --- |
| **SMART** | **Discuss and answer the questions** |
| **Specific:**   * What exactly do you want to accomplish? * How will you accomplish this goal? (List the specific action steps) |  |
| This goal is specific? Yes No |
| **Measurable:**   * How will you measure your goal (e.g., how many? how much?)? * How will you track your goal? |  |
| This goal is measurable? Yes No |
| **Attainable:**   * What resources do you need to achieve this goal? * What skills do you need to achieve this goal? * How can you find the time? * Where can you get support? |  |
| This goal is attainable with effort and commitment? Yes No |
| **Relevant:**   * Why is this goal important to you, personally and/or professionally? |  |
| This goal is relevant to you? Yes No |
| **Time-based:**   * When will you achieve this goal? * Is the timeline realistic? |  |
| This goal is time-based? Yes No |

Step 3: Write down your finalized SMART goal:

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