



PLANNING WORKSHEET  
**S-M-A-R-T**  
GOALS

- Specific*      What do I want to achieve exactly?
- Measurable*      How will I measure my progress?
- Achievable*      Is it realistic? What steps do I need to take to get there?
- Relevant*      How does it help further my career aspirations?
- Time-bound*      When do I want to achieve this goal by?

- + *I'm going to start a new side hustle in this by this date.*
- + *I want to be promoted to this position by this date.*
- + *I'm going to learn this new skill which helps me do this by this date.*

+ Goal #1

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+ Steps to take

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+ Goal #2 (or sub-goal)

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+ Steps to take

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+ Goal #3 (or sub-goal)

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