

Interactive Academic SMART Goal-setting Planner

BEFORE YOU START: The first thing you should do is download and save this planner as a template. You can reuse it every semester to help you set SMART academic goals to keep yourself on track.

This planner will help you define your goals and break down the actions needed to actually achieve them. Remember, you want to make your goals as SMART as possible.

NOTE: You do not need to set too many goals for yourself. 2 or 3 goals per semester are ideal. More than that will complicate your plans and confuse your focus.

Step 1. Define your goal- Identify one goal you want to achieve this semester.

GOAL A. _____

Check the details of your goal and make necessary changes so it meets the SMART criteria.

Specific		Measurable		Attainable		Relevant		Time-bound	
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Step 2. Outline plans- Break down your goal into the daily measurable and attainable actions you need to take to achieve them.

GOAL A: Actions		Time needed	Deadline
1 st			
2 nd			
3 rd			
4 th			
5 th			

Step 3. Plan ahead- For every action in step 2, think about the people and resources you might need to support you. What challenges do you think you might face and how can you overcome them.

Goal A- _____

Person who can help	Useful resources	Anticipated challenges

Step 4- Visualize your success- In the space below, explain exactly how you will know you have achieved your goal. What will it look and feel like when you succeed?

Step 1. Define your goal- Identify two (2) goals you want to achieve this semester.

GOAL B. _____

Check the details of your goal and make necessary changes so it meets the SMART criteria.

Specific		Measurable		Attainable		Relevant		Time-bound	
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Step 2. Outline plans- Break down your goal into the daily measurable and attainable actions you need to take to achieve them.

GOAL B: Actions	Time needed	Deadline
1 st		
2 nd		
3 rd		
4 th		
5 th		

Step 3. Plan ahead- For every action in step 2, think about the people and resources you might need to support you. What challenges do you think you might face and how can you overcome them.

Goal B- _____

Person who can help	Useful resources	Anticipated challenges

Step 4- Visualize your success- In the space below, explain exactly how you will know you have achieved your goals. What will it look and feel like when you succeed?