

SMART Goal Development and Assessment Worksheet

This worksheet helps you take one SMART goal and turn it into a clear plan that you can practice in real life, evaluate, and reflect on. Progress happens through practice and repetition, not perfection.

Step 1: Identify the SMART Goal Elements Write down the specific parts of your goal using the SMART framework.

S – Specific

M – Measurable

A – Achievable

R – Relevant

T – Time-Bound

Step 2: Write Your Full SMART Goal Using the pieces above, combine them into one clear sentence.

Example format: *"Over the next two weeks, I will practice _____ for _____ minutes, _____ times per week in order to improve _____."*

My SMART Goal:

Step 3: Follow-Through Plan

When will I practice this goal? (days, times, or routine triggers)

Where will I practice this goal?

What reminders or supports will help me remember?

What might get in the way?

What will I do if obstacles occur?

Step 4: Evaluation Plan

How will I track whether I practiced the goal?

- Journal
- Habit tracker
- Calendar check marks
- Therapy discussion
- Other:

When will I review my progress? Schedule a specific time and date.

- Daily
- Weekly
- At my next therapy session
- Other:

I will review my progress on:

Questions to ask during evaluation

- Did I practice the goal as planned?
- What helped me succeed?
- What barriers or obstacles appeared?
- Does the goal need to be adjusted?

Step 5: Reflection and Insight Reflection helps the brain integrate learning and strengthen new neural pathways.

What went well?

What was difficult?

What did I learn about myself, and what insight or clarity did I gain?

Did I notice any emotional changes, growth, or new awareness?

What is my next step for growth? Continue the same goal? Adjust the goal? Create a new SMART goal