



SMART GOAL PLANNER

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SAMPLE SMART GOAL:

By June 15, I will drink 64 ounces (or 2 liters) of water at work every day. I will do this by setting a reminder at night to fill up my bottles and take them with me when I leave for work in the morning.

Use the planner below to make your own SMART Goal.

S	MAKE IT SPECIFIC	WELL DEFINED OUTCOME YOU WANT TO ACCOMPLISH.
M	MAKE IT MEASURABLE	HOW WILL YOU KNOW IF THE GOAL IS COMPLETED?
A	MAKE IT ATTAINABLE	HOW LIKELY WILL YOU BE ABLE TO ACCOMPLISH THE GOAL WITH AVAILABLE RESOURCES AND SKILLS?
R	MAKE IT RELEVANT	HOW DOES THIS GOAL ALIGN WITH YOUR BROAD GOALS? WHY IS IT IMPORTANT?
T	MAKE IT TIMELY	WHEN WILL THE GOAL BE ACCOMPLISHED?