



Goal-Setting Activity Worksheet

Key questions to ask yourself:

1. In the next year (or two), what would I like to change in my work/life?

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2. What specific things do I need to do to make these changes?

3. What is stopping me from making these changes right now?

4. What are some solutions to removing these obstacles?

Tips for setting SMART goals and action plan learning activities

Specific	Create learning goals and action plans that are specific and clear. Make them detailed enough to clearly define what you are trying to achieve.	What do I want to achieve? What specific knowledge/skill do I need?
Measureable	Establish tangible criteria so that you will know when you have achieved each goal and action plan strategy.	How much? How often? How many? How will I demonstrate that I have accomplished the goal?
Action Oriented	Stating the desired outcome of each goal and action item makes them more clear and understandable. It also increase motivation.	What is the ultimate outcome I want? How will achieving my goal improve my practice?
Realistic	Make sure the goals and action items you set are attainable and reasonable, including the cost and time required to complete each action item. Consider whether the goal and associated action plan is substantial enough to meet your learning requirements.	Is it attainable? What can I do to make it realistic? Have I selected appropriate educational strategies to help me achieve my learning goals?
Time Constrained	Simply deciding when you want to achieve something can be a good motivator. Time must be measurable, attainable and realistic	When will I achieve this? Have I established realistic deadlines to achieve my goals and action plan items?