

Goal Setting Worksheet-Example

All Goals should be SMART

- **Specific:** I will start making my own hair cutting appointments
- **Measured:** I will write the date and time I made the appointment on my calendar, and put the appointment time on the calendar
- **Able:** I know I am able to meet this goal
- **Relates:** it is about me and what I want and need
- **Timed:** there is a beginning and ending time for the goal and when it needs to be done

→Using the “**to-so that-by-steps**” can help create SMART goals

Types of Goals:

- **Short-term** goals take a few days to 2 months to complete
- **Long-term** goals take 3-12 months to complete
- **Life** goals take over 12 months to complete, and can be broken down into long- or short-term goals

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Name: Stacie

Date: December 5, 2022

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Step 1. Decide on a goal (something you want or need to learn):

I want or I need to:

I need to learn how to have two-way conversations because I like to do most of the talking.

My goal is a: ___Life Goal X Long-Term Goal ___Short-Term Goal (you may need to break Life and Long-Term Goals into smaller Short-Term goals, and build to the future Long-Term or Life Goal)

Step 2. Write your SMART goal (using the to-so that-by format). You might need to make short-term goals to meet your long-term goal. *For example, if you want to improve in social communication skills, you might start with a short-term goal of improving two-way conversation. Below is the first goal to improve my communication.*

To:

To have at least 5 back and forth conversation exchanges with at least 3 conversation partners, where I ask at least two questions and make comments, and stay on topic.

So that:

I can become a better communicator when talking and share the conversation with another person.

By: *March 2022*

Step 3. Create a plan to meet your goal.

Write down STEPS to meet my goal (provide steps needed to meet your goal with 1. what you plan to do, 2. how you plan to do it, 3. and the date you plan to do it by)

Steps:

1. To: have 2 back and forth communication exchanges with two conversation partners, asking 1 question and making 1 comment, on two dates, and staying on topic, by December 10, 2022.
2. To: have 3 back and forth communication exchanges with two conversation partners, asking 1 question and making 2 comments, on two different dates by, December 30, 2022.
3. To: have 4 back and forth communication exchanges with two conversation partners, asking 1 question and making 3 comments, on three different dates by, January 15, 2023.
4. To: have 4 back and forth communication exchanges with three conversation partners, asking 1-2 questions and making 2-3 comments, on three different dates, by January 30, 2023.
5. To: have 5 back and forth communication exchange with two conversation partners, asking 1-2 questions and making 2-4 comments, by February 10, 2023
6. To: have 5 back and forth communication exchanges with three conversation partners, asking 1-2 questions and making 2-4 comments, by March 1, 2023.

Step 4. Check your progress, and make changes to your goal if needed—how is it going?

- Write down (track) your progress (see progress sheet). Did you do what you said you were going to do in each step? If you met your goal, set your next goal. It may be another short-term goal to meeting a long-term or life goal.
- If you have not met your goal, do you need to change anything? Add or change steps or dates? Or come up with a different goal if things have changed?

My progress: *I met steps 1, 2, and 3. I partly met step 4 and did not meet step 5. I need to look at those steps and get some help with meeting them. I may need to rewrite them or look at different requirements.*