

Personal Goal Tracker

When you set your goals, keep in mind the **SMART** principles:

Specific: Set specific goals that will produce the results you want.

Measurable: Make sure you can measure your goals -- whether by a tangible product (that big report), visible results (losing those 5 extra pounds), or time (completed research in time for a big meeting).

Achievable: It's good to challenge yourself, but be reasonable -- don't set the bar so high that you program yourself for failure.

Rewarding: Decide what your reward will be and when you'll receive it. Will you get it when you reach your final goal or at an important milestone along the way?

Trackable: Make sure you can track your progress.

Post your Personal Goal Tracker where you can see it every day. It will help remind you of what you want to achieve — and why!

My Goal	What I need to do to achieve it	What emotional, physical, or spiritual benefits will this goal bring me?	Target date to achieve goal	My reward for achieving my goal