Skill Building Worksheet

Strong learning and workplace skills are essential for success after high school. Skills such as time management, organization, teamwork, and using technology effectively will help you succeed in further education, training, and employment.

Improving these skills takes planning and consistent effort. One of the best ways to grow is by setting **SMART goals**—goals that are Specific, Measurable, Achievable, Relevant, and Time-bound. In this worksheet, you will identify a skill you want to strengthen, set a clear goal, create a timeline, and decide how you will practice and track your progress.

Identify a Skill

Choose one skill you would like to improve (for example: time management, organization, communication, teamwork, or technology use). Write it below.

Skill I want to improve:

Set Your SMART Goal

Use the chart below to create a SMART goal for the skill you want to improve.

S Specific	What do I want to achieve?
M Measurable	How will I measure my success? How will I know when I have achieved my goal?
A Achievable	Is this goal realistic for me right now? How will I accomplish this goal?

R Relevant	Why is this goal important to me? How will achieving it help me?
T Time-Bound	When will I complete this goal? How long will I give myself?

Action Plan

Break your goal into small, clear actions, each with its own deadline.

Steps	Deadline

Identify Resources and Support: What tools, training, or people can help you?

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Plan for Challenges

What problems might come up?	How will you handle them?

Track Your Progress: How will you measure your success?

Choose one clear way to track your progress (such as a checklist, calendar, chart, or feedback from someone) and explain how you will use it to measure your success.

Reflect and Adjust

Write a few sentences explaining whether you reached your goal, what helped you succeed, and one thing you will try differently next time.

- Did I reach my goal?
- What worked well?
- What can I improve next time?