



S.M.A.R.T. GOAL SETTING



S – SPECIFIC

M – MEASURABLE

A – ACHIEVABLE

R – RELEVANT

T – TIMELY

Specific

Specific goals help to focus our efforts and clearly define what we are going to do. Ask:

- Who:** Who is involved?
- What:** What do I want to accomplish?
- When:** When will I accomplish it?
- Where:** Where will I accomplish it?
- How:** How do I accomplish it?
- Why:** Why do I want to accomplish it?

Measurable

Choose goals with results/progress that you can track in order to see changes occur. Ask the question “How will I know if /when the goal is accomplished?”

Achievable

Achievable is not a synonym for “easy”, but rather refers to “do-able” goals. They should stretch us and require a real commitment to attain them. It is important that you have the right resources in order to maximize your success.

Relevant

Relevant goals give us enhanced motivation because they lead us to our “bigger picture” - such as our long range educational, personal, financial, or career outlook, for example.

Timely

Setting realistic time frames for your goals allows you to keep them as balanced priorities in your life without getting frustrated too soon or putting them off for later.

Create S.M.A.R.T. Goals

Un-specific goal – I want to lose weight.

S.M.A.R.T. goal – I will lose 10 pounds by the start of summer working out at the local gym several times a week in order to increase my quality of life.

Un-achievable goal – I want to earn all A+ grades this semester.

S.M.A.R.T. goal – I will use tutors and study groups in the LARC at least 3-5 hours each week in order to achieve all A's and B's in my classes at the end of the fall semester.

Un-measurable goal – I want to be a good reader.

S.M.A.R.T. goal – I will complete a novel during Christmas break by reading a chapter each evening in order to become a better reader.

Final Tips

- Review your goals regularly and revise when necessary.
- Let others know your intentions so they can support you in reaching them.
- It's better to focus on one manageable goal than several unmanageable goals.
- Use "I will" rather than "I want" statements when writing your goals.

Give it a Try!

S:

M:

A:

R:

T:



FOR MORE INFO ON SUCCESS STRATEGIES, VISIT THE **CONNECT TO SUCCESS OFFICE**
Dana Kobold, Coordinator Room #1655 or dana.kobold@rrcc.edu or 303.914.6317

Content adapted from www.goal-setting-guide.com