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 relate to US! Examples include 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

“non-specific” goal – I want to lose weight.

S.M.A.R.T. goal – I will lose 8 pounds by the start of summer working out via fitness videos or rec center equipment 3-5 times a week in order to increase my quality of life.

“non-relevant” goal – My family wants me to earn all A grades on homework and tests this semester in classes I am not interested in taking.

S.M.A.R.T. goal – I will use tutoring (online/on campus) 3-5 hours each week in order to earn A’s and B’s (in classes that are the right fit for me) by the end of fall semester.

“non-measurable” goal – I want to be a good reader.

S.M.A.R.T. goal – I will complete 3 novels during the winter break by reading a chapter each evening and testing my comprehension 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:



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