



## 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 March 1<sup>st</sup> working out at the local gym four 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 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!

Goal:

S:

M:

A:

R:

T:



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Dana Kobold, Coordinator Room #1655 or [dana.kobold@rrcc.edu](mailto:dana.kobold@rrcc.edu) or 303.914.6317