

SETTING SMART GOALS

Setting goals can help you stay focused with what you want to accomplish and can be used in all parts of your life. Creating SMART goals is a successful method for creating and achieving your goals. They answer the what, how, and when your goals will be achieved.

Creating SMART Goals

Specific:

- Your goal should state *what* needs to be achieved, by *whom*, *where*, and *when* it is to be achieved.
- Not all of the “W” questions are applicable to every goal, but always ask yourself all of the questions to create a clear and specific goal.
- Ask yourself: *Does my goal clearly and specifically state what I want to achieve?*

Measureable

- Your goal should state *how much*, *how many*, or *how will I know when it is accomplished*. measurability applies to both the end result and your accomplishments along the way to reaching the goal.
- Establish concrete criteria for measuring progress towards your goal. For example, I will study all the vocabulary words from my chemistry textbook.
- Ask yourself, *how will I know if progress is being made on achieving my goal? Can I quantify or put numbers to the outcome?*

Attainable

- Your goal should be achievable. You need to believe you can reach your goal. If you don't think it is attainable, consider going back to the Specific stage and altering your initial goal.
- Ask yourself, *what factors may prevent me from accomplishing my goal?*

Relevant

- The goal needs to be relevant to what you want to achieve in the future. How does the goal align with other parts of your life?
- Ask yourself, *why is achieving this goal important to you? What effect will achieving this goal have on your life?*

Time- Bound

- Your goal should have a timeline or deadline. This will help accomplish it in a timely manner.
- If you are creating a long term goal, make sure you break it down into smaller, specific goals.
- Ask yourself, *when will I reach my goal?*

What is the difference between a long term goal and a short term goal?

Long term goals can provide you with a vision you want to achieve in the further future. They typically take several months or years to complete. For example, “graduate from the University of Iowa with a 3.3 GPA”, or “run the Chicago marathon”. **Short term goals** can provide you with motivation to achieve a goal in the near future. These goals typically take 12 months or less. For example, “pass my Chemistry course with an A”, or “exercise five days per week”.

Writing SMART Goals

Today’s Date: _____

Date by which you plan to achieve your goal: _____

In one sentence, what is your goal?

Is this a short term or a long term goal? _____

The benefits of achieving this goal will be:

Is this a SMART goal?

Specific: What exactly will you accomplish?

Measurable: How will you know when you have reached your goal?

Attainable: Is attaining this goal realistic with effort and commitment?

Relevant: Why is this goal important to you?

Time- bound: When will you achieve this goal?

