

SMART Goals

What are SMART goals?

- Writing **SMART** goals helps provide clarity of the **what**, **how**, and **when**. You can attain almost any goal you set if you plan out the steps to reach it.
- **SMART** stands for Specific, Measurable, Attainable, Relevant, and Time-bound. SMART goals are clear and are easily understood.

Specific

- The goal needs to state **what** is to be achieved, by **whom**, **where**, and **when** it is to be achieved.
- Ask yourself, does your goal clearly and specifically state what you want to achieve?

Measurable

- The goal needs to state **how much**, **how many**, or **how will I know** when it is accomplished?
- Establish concrete **criteria** for measuring progress towards your goal.

Attainable

- The goal you set should be **achievable**. You need to believe you can reach your goal. If you do not think it is attainable, then it is not a SMART goal to set.
- 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?

Time-bound

- The goal should have a **timeline** or a deadline. This helps with not putting the goal to the side and accomplishing it in a timely manner.
- Long term goals should be broken down into smaller specific goals.
- Ask yourself, **when** will I reach my goal?



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Writing SMART Goals



Today's Date: ___ / ___ / ___ Date by which you plan to achieve your goal: ___ / ___ / ___

What is your goal in one sentence? _____

The benefits of achieving this goal will be: _____

Verify that your goal is SMART

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? _____

Action Plan

What specific steps do you need to take to achieve your goal:

Task/To Do Item: _____ Expected Completion Date: ___ / ___ / ___