**Session - SMART Goal Setting – HO1**

Setting goals is the way to success. There are long term goals that set the direction and the final desired achievement. Short term goals are more specific. A specific goal has a much greater chance of being accomplished than a general goal. SMART goals help to set the pace and the path to realize long term goals.

To set a specific goal we need to be SMART!

**Instructions with examples:**

Improving your performance as a student is a noble goal. Think about how to set goals that are specific, measurable, achievable, relevant, and timely, and you find that achieving your goals is an easier task than you thought. Knowing how to set goals is an important skill needed for students in the working world.

As a college student, what are your goals? Do you know specifically what you would like to achieve, or do you have unclear goals such as "doing well in class" or "raising my GPA/Percentage"?

What are SMART goals? Follow the SMART model of goal setting.

Specific: "I'm going to be a better person," is unclear. Instead, set specific steps such as, "I'm go­ing to volunteer at an orphanage twice a month," or "I'm going to be more patient with my family."

"I'm going to study better," is unclear. Be specific. "I will set aside three hours every week to do study" or "I will start my assignments at least one week before the deadline."

Measurable: "I'm going to lose weight" is a popular goal that works better with a measurable out­come such as "I'm going to lose 5 kilograms by September."

Instead of "I'm going to get better grades," try, "I am going to raise my GPA to 7.0 by the end of the year," or "I'm going to get at least 60% in all of my classes this semester."

Achievable: "I'm going to graduate in the top 10 percent of my class" may be impossible if in your previous year credit, you only have 5.0 GPA. "I'm going to get 6.0 GPA this semester," may be achievable.

Relevant: An eg. To make a table, goals include rubbing the wood and carving the legs. If you get side tracked and spend time shopping for different glasses for table tops, your goal of building a table will be slowed down. Buying them is irrelevant to your overall goal.

The same is true with student goals. If your goal is to ace a trigonometry test that's three days away, do not get started on an assignment that is to be submitted two weeks later. Also do not decide that it's time to organize your cupboard/table. Stay focused.

Timely: Finally, it's important to set goals that you actually have time to complete. Losing 20 kilograms might be a good idea, but not if you want to do that in three weeks.

As a student, be realistic about what you have time to accomplish. To take on an interesting and ambitious project, might sound like a good idea, but not if you only have a few weeks to get the work done.

**SMART Goal Setting - Worksheet**

Use the table below to form your SMART goals. Include as much detail as possible under each heading in the col­umns.

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| **Intention** | **Specific** | **Measurable** | **Achievable** | **Relevant** | **Timely** |
| What is it that you want to achieve? | Who? What? When? Why? Where? | How much? How often? How many? | Attainable? Realistic? | Is it important to what you want to achieve ultimately? | When? |
| Example: Improve my public speaking skills. | Present training to members of my student organization;1 per month at organization meetings | 3 presentations or  1 per month for a year | Yes, I am spreading the responsibility of developing the skill throughout the entire year. | Communication- giving presentations is a skill sought by a company where I want to intern. | By the end of the academic year |
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