

# 2

# Explaining Smart Goals

## SMART Goals are:

### ■ Specific

Specific means detailed, particular and focused. A goal is specific when you know exactly what is to be accomplished. A simple goal is easier to understand so make the details in straightforward.

Imagine your goal as specifically as you can. Ask: who, where, what, when and how specifically. A general goal would be, "get in shape." But a specific goal would say, "join a health club and workout 3 days a week."

### ■ Measurable and Meaningful

Measurable goals are quantifiable (how much, how many, numbers). Words like "better" or "faster" are not measurable. But, "increase my grades by 10%", provides a clear measure.

Goals need to be meaningful to you. Is this goal an expression of who you are and what you want? Does it align with your values?

### ■ Action Oriented and Achievable

Action-oriented goals indicate activity. You are doing something that produces results. Action verbs describe the type of activity that you are doing.

Achievable goals are within your reach (perhaps a stretch) based on your level of motivation. Your goal should clearly speak to thing that you have control over.

### ■ Realistic and Responsible

Realistic goals are practical and possible. A realistic goal is one for which you have the resources (time, money, support).

They are a balance between what is hard and what is easy to achieve. They require you to stretch beyond what is easily achieved and what is more challenging. It must represent an objective toward which you are both willing and able to work.

Responsible goals ask us to check for the consequences of achieving our goals relative to our life and relationships. Ask yourself: who (what) else does this goal affect?

### ■ Timed Toward What You Want

Timed goals have a deadline. A goal should be grounded within a time frame: "by the end of June" is more specific than "towards the end of June"; however, "by June 30" is much more precise.

Toward what you want is the final consideration. You will have more energy and motivation if you're working towards something you want rather than something that you don't. Write down what you really want.

- ✓ Define your goal; test its viability and impact; measure the achievement.
- ✓ Set your goals high, but not unattainable.
- ✓ Shoot to meet, and exceed them.
- ✓ You will be inspired to go to new heights.