

Creating S.M.A.R.T. Goals

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Specific; **M**easurable; **A**chievable; **R**ealistic; **T**imely

Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six questions:

Measurable - Establish some sort of criteria for measuring your progress toward each goal you set. When you measure your progress, you stay on track and reach your target dates. To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

Achievable - There's an art to goal setting that revolves around the goal's difficulty. A goal too easy is not energizing and a goal too difficult seems hopeless. Set the level of challenge somewhere in between.

Goal objectives should be within your control and influence, but you also need to consider who else it will affect and/or who may be involved in helping you achieve your goal. Is the goal achievable with the available resources?

Realistic - To be realistic, a goal must be something you are both **willing** and **able** to do in the timeframe you have set. If not, consider setting some short-term goals to help you achieve your long term goal. You are the only one who can decide just how high your goal should be.

Timely - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. It's ok to adjust the time frame as you work toward your goal, but it is very difficult to achieve a goal that doesn't have a due date.

S.M.A.R.T. Goal Worksheet Example

Specific-What do I want to accomplish, change or improve?

I want to learn how to drive and get a Class C driver's license.

Measurable- What steps do I need to take?

1. Get a DMV book and study for permit
2. Take written test for permit
3. Practice driving with someone who already has a license
4. Take behind the wheel test

Achievable- Who is involved in helping me achieve my goal? What resources do I need?

Who: Find someone who is willing to let me practice in their car.

What: DMV book, Social Security Number, Birth date and legal presence verification (i.e. birth certificate)

Realistic-Is this goal realistic? How confident am I in my ability to succeed?

This goal is realistic as long as take the time to study the driving book and practice with in a car once I have my permit. (Note to self: permit expires after 1 year)

Timely-I want to accomplish this goal by what date?

I want to accomplish this goal in 6 months

Now It's Your Turn!

Specific-What do I want to accomplish, change or improve?

Measurable- What steps do I need to take?

Achievable-Who is involved in helping me achieve my goal?
What resources do I need?

Realistic-Is this goal realistic?
How confident am I in my ability to succeed?

Timely-I want to accomplish this goal by what date?