



SMART Goals



Specific: Goals need to clearly define what you want to accomplish – the goal has to be about you as you can't set goals for others.

It helps to ask the following questions when identifying a specific goal:

- What do I want to accomplish? - Use action words such as plan, develop, build, complete, lead, etc.
- Where do I need to do this? – Identify a location.



Measurable: Goals must include concrete criteria for measuring progress towards the attainment of the goal.

It helps to answer these questions:

- How much?
- How many?
- Or How often?



Attainable: When setting goals, consider - too difficult goals could result in failure, however, too easy goals can send messages that you aren't capable of achieving higher levels. As a rule, set the bar high enough for satisfying achievement – goals should be out of reach but not out of sight.



Relevant: Goals need to be relevant and motivate you – they must be either desirable or necessary.

Ask yourself why is this important? – It is helpful for you to consider the level of importance this goal has for you as it will help with your motivation when/if you experience setbacks. You must either **WANT** it or **NEED** it.



Time-bound: Finally we need to ground our goal in a timeframe.

When will we want to complete the goal – next week, in three months, by graduation?

Often people miss the time element when setting goals which decreases the likelihood they will achieve it.

It is difficult to focus our energy and attention on a goal for an indefinite period of time.