

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

S.M.A.R.T. stands for: **S**pecific
Measurable
Attainable
Realistic
Timely



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 "W" questions:

- Who: Identify the people involved.
- What: Identify what you want to accomplish.
- Where: Identify a location.
- When: Establish a time frame.
- Which: Identify requirements and constraints.
- Why: Specific reasons, purpose or benefits of accomplishing the goal.

Example: A general goal would be, "Find an internship or job." But a specific goal would say, "Join a professional association, do an informational interview, build a professional network and apply for positions of interest during the summer months."

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as, How much? How many? How will I know when it is accomplished?

Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial resources to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

Timely - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. **T** can also stand for **Tangible** - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.

adapted from www.topachievement.com/smart.html

S.M.A.R.T. Goal Setting

Find Direction. Think Strategically.
Live Your Life Your Way.



“The difference between a goal and a dream is the written word.”
– Gene Donahue

What is YOUR plan?

By _____, I will _____
Date Goal

Outcome: _____

Who?

What?

When?

Where?

Which?

Why?

Date: _____

How will I know when it is accomplished?

What is my time frame?

What are my potential roadblocks?

How will I overcome the potential roadblocks?