

## What SMART stands for?

This outline can be used for both personal and professional goals, and it works well for individuals or in a group setting. In order for SMART goal setting to be effective, it's important to understand what each of the points are and how to use them.

**S – Specific:** When setting a goal, it's important to be as specific as possible. Being specific will help you have a clear vision of exactly what you want to accomplish. Having a clear picture of your goal will help you set realistic checkpoints to keep yourself on track.

**M – Measurable:** A goal needs to be measurable; otherwise, you won't know how close you are to attaining it. How will you know when you reach your goal? You set checkpoints. Checkpoints are miniature goals that will help you reach your main goal.

**A – Attainable:** Unrealistic goals will only discourage you since they aren't attainable. When setting a goal, make sure it's something that you can realistically achieve. This means giving yourself enough time and making sure you have the resources (time, supplies, education, outside help) to achieve your goal.

**R – Relevant:** If your goal isn't relevant to you, you will most likely struggle to see it to completion. A goal needs to hold meaning to your life, whether it's a personal goal, academic goal, or an athletic goal. Setting a relevant, meaningful goal will give you the motivation you need to keep your focus on the main objective.

**T – Timely:** Breaking down a goal and making deadlines will keep you focused. When creating a timeline for your goal, be sure to consider how much each task will take. Give yourself enough time to follow through, but not too much time. Giving yourself more time than necessary could lead to distractions and time-wasting.

# SMART Goals Worksheet

## Draft Goal:

Answers at time of development

Update

<b>Specific</b> What is the desired result? (who, what, when, why, how)		
<b>Measurable</b> How can you quantify (numerically or descriptively) completion? How can you measure progress?		
<b>Achievable</b> What skills are needed? What resources are necessary? How does the environment impact goal achievement? Does the goal require the right amount of effort?		
<b>Relevant</b> Is the goal in alignment with the overall mission or strategy?		
<b>Time-bound</b> What is the deadline? Is the deadline realistic?		

**Final Goal:**