

# S.M.A.R.T. GOALS

## Setting goals you can reach

**S**pecific

Does your goal answer who, what, where, and why? Make sure there is no unclear language in your goal.

**M**easurable

Can you track the progress and measure the outcome? Is there a concrete way for the goal to be reached? No goals should be indefinite.

**A**chievable

Is the goal reasonable? Find out what's expected of you and what the maximum you think you can achieve is. Push yourself beyond what you're capable of now, but not beyond what's possible.

**R**elevant

Is this goal worth doing? Will it meet your needs? Does it fit with your long-term plans and not interfere with higher aspirations?

**T**imely

All goals should have a time limit. If you say "someday" that day will never come. If you push yourself to complete it by a specific time, you'll take steps to do that and know how to manage your time along the way.

Goals shouldn't be some intimidating, overbearing beast to fight, but they can seem like it when they're unclear. Weak goals are less likely to be achieved because they're vague. The vaguer they are, the less likely you are to try to complete them because it's unclear when you've taken a step forward. SMART goals are concrete ways to help you accomplish what you set out to do.

### EXAMPLE!

WEAK GOAL: Study more for biology.

SMART GOAL: I will study my biology class notes and textbook at least five hours each week this semester.

### LET'S TRY!

WEAK GOAL: Get good grades.

SMART GOAL: \_\_\_\_\_

What kind of goal did you set? A SMART goal instead of "get good grades" would answer the questions: Which class do I want the good grade in (SPECIFIC)? What grade do I want to get (MEASURABLE)? Do I have the time, foundational knowledge, and motivation to put in to reach that grade (ACHIEVABLE)? Does getting a good grade in this class get me closer to my educational goals (RELEVANT)? When do I want to get this grade by? This semester? Next semester? (TIMELY) Did your new SMART goal answer these questions? If not, try again!

### YOUR TURN

Think about what kind of goal you want to set for yourself, then write your own smart goal:

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