

Setting SMART Goals

1. Specific

Your goal should be specific and clear. It may help to ask yourself the following:

- Why is this goal important?
- What exactly do I want to accomplish?
- Who is involved?
- Which resources are needed?

2. Measurable

Measurable goals help you stay on track and remain motivated. To ensure your goal is measurable, ask yourself the following:

- How much?
- How many?
- How will I know when I meet my goal?

3. Achievable

Your goal needs to be realistic to be successful. An achievable goal will typically answer the following:

- How can I accomplish this goal?
- How realistic is this goal, based on required resources and other constraints?

4. Relevant

This step is to help you determine why this goal is significant to you. We all need support and assistance in reaching our goals, but it is important to ensure you have control over your goals and that you are responsible for achieving it. Ask yourself the following to determine if your goal is relevant:

- Is this the right time?
- Does this seem worthwhile?
- Am I the right person to reach this goal?

5. Timely

Every goal needs to have a target deadline and this step will help you determine when you will achieve your goal. Ask yourself the following:

- When?
- What can I do today?
- What can I do five weeks from now?
- What can I do five months from now?

Once you have your SMART goal developed, then take the following steps to help you move forward with achieving your goal.

1. Identify potential obstacles and potential solutions.

2. Assistance

Determine who you will ask to help you with achieving your goal.

3. Identify Specific Action Steps

Determine what specific steps need to be taken to help you meet your goal. Then identify an expected completion date for each action step.