

SMART Goals



S SPECIFIC

- If a goal isn't explicit and precise, your efforts won't be either.
- Create specific goals. Ask when, who, what, when, where, or why?

- You need to be able to track your progress.
- How much, how many, how will I know when my goal is accomplished?

M MEASURABLE

A ACHIEVABLE

- Is the goal reasonable enough to be accomplished? How so?
- Make sure the goal is not out of reach or below standard performance.

- Will the goal meet your needs and is it worthwhile?
- Is the goal consistent with other goals and does it align with long term plans?

R RELEVANT

T TIMELY

- Your objective should include a time limit. Completed in a day, week, year?
- It will establish a sense of urgency and prompt better time management.