

Get S.M.A.R.T. About Making Goals

- **Specific:** A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal, you must answer these six questions:
 - **Who:** Who is involved?
 - **What:** What do I want to accomplish?
 - **Where:** Identify a location.
 - **When:** Establish a time frame.
 - **How:** Identify requirements and constraints
 - **Why:** Specific reasons, purpose or benefits of accomplishing a goal.

****EXAMPLE:** A general goal would be, “Study more,” but a specific goal would be, “Create a study plan and study at least 25 hours each week.”

- **Measurable:** Establish concrete criteria for measuring progress toward reaching each goal you set. By doing so, you stay on track, reach your target dates, and experience the excitement of achievement which will spur you on to the continued effort required to reach your goal.

- **Questions to ask to determine if your goal is measurable:** *How much? How many? How will I know when it is accomplished?*

- **Action-Oriented:** What specific things must you DO in order to achieve this goal. You can attain nearly any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out these steps. Remember, YOU must be responsible for the actions – no one else.

- **Consider:** *What can I do to reach my goal?*

- **Realistic and Relevant:** A goal can be both high achieving and realistic. You are the only one who can decide just how far you can go. Your goal is realistic if you truly believe that it can be accomplished. A way to determine whether your goal is realistic is to ask yourself if you have accomplished anything similar in the past. You can also consider the conditions that would have to exist in order to accomplish this goal.

- **Timely/Time-Bound:** Give yourself a timeframe for when you want the goal to get accomplished. A goal is timely when it is something that you would desire to accomplish in the relatively near future. Goals that span too long a period of time are easier to “put off” to another day. You can, however; plan smaller goals to help reach big goals. Be specific about a target date for completion.



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