

SETTING S.M.A.R.T GOALS

GOAL SETTING





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S.M.A.R.T. STANDS FOR

- SPECIFIC
- MEASURABLE
- ATTAINABLE
- RELEVANT
- TIME-BOUND

CREATING GOALS

1. WHAT DO YOU SPECIFICALLY WANT TO ACCOMPLISH?
2. HOW ARE YOU GOING TO MEASURE YOUR PROGRESS?
3. IS YOUR GOAL ACHIEVABLE?
4. WHY DOES THIS GOAL MATTER TO YOU?
5. HOW MUCH TIME DO YOU NEED TO MEET YOUR GOAL?



MEASURABLE

- GOALS MUST BE MEASURABLE SO YOU CAN DETERMINE PROGRESS AND KNOW THAT YOU ARE ON THE RIGHT TRACK
- SET MILESTONES SO YOU CAN MAKE YOUR GOAL TRACKABLE
- EACH STEP IN YOUR PLAN WILL PROVIDE AN OPPORTUNITY TO EVALUATE WHETHER YOU'RE MOVING TOWARDS YOUR GOAL OR NEED TO REDIRECT YOURSELF BACK ON COURSE





ATTAINABLE

- GOALS SHOULD BE REALISTIC TO KEEP YOU MOTIVATED
- BE HONEST WITH YOURSELF
- BE CLEAR ON HOW YOU WILL ACCOMPLISH YOUR GOAL
- WHAT SKILLS DO YOU NEED TO LEARN TO GET THERE?
- A GOAL SHOULD STRETCH YOUR ABILITIES BUT STILL REMAIN POSSIBLE





RELEVANT

WHY DOES THIS GOAL MATTER TO YOU?

- PERSONALLY?
- PROFESSIONALLY?
- WHAT IS YOUR WHY?
- WHEN OR HOW OFTEN IS IT ACHEIVABLE?



TIME-BOUND

HOW MUCH TIME DO YOU NEED?

- TIME- BOUND GOALS CREATE A SENSE OF URGENCY
- KEEPS YOU MOTIVATED AND HELPS YOU PRIORITIZE IMPORTANT TASKS
- BE REALISTIC WITH DEADLINES
 - TOO LONG OF A TIME FRAME WILL DWINDLE EFFORTS
 - TOO SHORT OF A TIME FRAME WILL CAUSE FRUSTRATION

