



SETTING SMART GOALS



When it comes to setting goals, make sure you set a SMART goal.

- **Specific:** Goals should be simply written and clearly define what you are going to do. Ask yourself, what do I want to accomplish? Who is involved? Where will it be done?
- **Meaningful:** Goals should be personally meaningful to you. Ask yourself, what is the reason, purpose, or benefit of accomplishing the goal? When goals are genuinely guided by your values, they are more satisfying to accomplish and you are more likely to succeed.
- **Action-Oriented:** Goals should focus on actions you can take. Ask yourself, how will the goal be accomplished? What steps do I need to take to be successful in achieving this goal?
- **Reasonable:** Goals should stretch you so you feel challenged, but be defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal. Ask yourself, can I do this?
- **Time-bound:** Goals should be linked to a timeframe that creates a practical, reasonable sense of urgency. Ask yourself, when is my deadline?



An Immediate Goal (something small that I can do in the next 24 hours):

A Short Term Goal (something that I can do in the next few days):

A Medium Term Goal (something that I can do in the next few weeks):

A Long Term Goal (something I can do in the next few months or years):
