

Setting S.M.A.R.T. Goals

Name: _____

Specific Measurable Attainable Relevant Time-Bound

S.M.A.R.T. goal setting provides structure and accountability to help you achieve desired results. Instead of making value resolutions, S.M.A.R.T. goal setting helps you create a clear path to obtain specific objectives in a defined time period in order to accomplish your goal.

Initial Goal: Write a goal you would like to achieve.

S

Specific: What steps will need to be taken to achieve your goal? Think of what or who needs to be included to achieve your goal. Your goal should contain an action verb (for example: earn, create, develop, build).

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M

Measurable: How can you measure and track progress? How will you know if you have successfully met your goal?

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A

Achievable: Your goal should require effort, but it has to be attainable. Do you have the skills, time, money and motivation required to achieve this goal? What resources do you need to accomplish this goal?

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R

Relevant: Why should you set this goal now? Is this goal aligned with your academics, career path, or professional or personal interests?

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T

Time-bound: What is the deadline? Is this timeline realistic? Break the goal into smaller milestones that will help you know if you are on track.

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S.M.A.R.T. Goal

Use your responses on page one to craft your S.M.A.R.T. goal.

Identify Obstacles, Resources and Milestones

Obstacles	Resources	Milestones

Next Steps

List the action items you need to complete to accomplish your goal.