S.M.A.R.T. GOALS

S - Specific

M - Measurable

A - Achievable

R - Relevant

T - Timed

Specific — What do you really want to accomplish? Describe your goal in precise terms so there is no confusion as to what needs to be accomplished. Try answering the "W's": Who, what, where, when, why.

Measurable — If we can't measure our progress, how do we know when we are done? Make sure you include the measures you will use to judge your progress towards achieving the goal.

Achievable — Do I have enough control of this to make it happen? Construct a goal that is achievable. Don't set it so high that in the back of your mind you know failure will eventually happen.

Relevant — Is this goal consistent with other goals, and does it fit with immediate and long-range plans? Goals must be an important element in the overall plan of achieving your mission and reaching your vision. Meaningful goals align with your convictions and dreams. Your goal should relate to attaining something that is necessary, of value, and that supports your vision.

Timed — What is the evaluation deadline for this goal? Effective goals are constantly reviewed and revised. Determine a date, timeframe, or schedule for your goal.