

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...

