

### Goal Setting Using the SMART Goals Formula:

There are two kinds of goals: short-term goals and long-term goals. Most people can manage daily or weekly tasks, or short-term goals.

Long-term goals are more frightening, because they seem impossible to achieve. To make a long-term goal more manageable, it helps to break it down into smaller tasks.

#### Defining Goals

You have a much greater chance of achieving a goal if you define it, in a specific manner. The SMART method can help you do just that. SMART is an acronym for:

|          |                   |  |
|----------|-------------------|--|
| <b>S</b> | <b>Specific</b>   | Be clear. What do you want?  |
| <b>M</b> | <b>Measurable</b> | Set something to an standard in order to know that you have achieved it. (For example getting a passing mark is not measurable but achieving a mark of 70% is measurable.)   |
| <b>A</b> | <b>Achievable</b> | What can you do in order to achieve your goal? What attitudes, skills and knowledge do you have or can use?  |
| <b>R</b> | <b>Realistic</b>  | Is your goal realistic? Is it something that you can actually achieve? (For example, if your goal is to become an Olympic downhill skier in the next Winter Olympic games, and you have never skied before, it is not very realistic.) |
| <b>T</b> | <b>Timed</b>      | You should set a deadline so that you can evaluate whether or not you met your goal and if not, you can figure out why.  |

The following is an example of a goal using the SMART method:

I would like to increase my mark in Math class from a 60% to a 70%. I know that I can do this because I will do my homework everyday and study for my tests. If I need help, I will ask the teacher. An increase in 10% is realistic because I know that it is within reach for me. I am hoping to have a mark of 70% at the end of the math course.