

SMART Goal Setting

Using a step-by-step strategy can make even the largest goals achievable. The SMART Model is a great tool for outlining your goals and determining what you need to do to accomplish them. Think of a goal you have and use the steps below to help you get started!

Specific

State in one sentence: *What* you are going to do; *Why* you are doing it and *How* you will do it.

Measurable

Set specific criteria so you can see that you are making progress toward your goals and know when the goal has been achieved.

Achievable

Know what steps must be taken to achieve it.

Realistic

Can you reasonably expect to complete it? Make sure the goal is not too easy or too hard... the goal should be challenging but not impossible.

Timely

Set a time frame for when the goal will be achieved.

Try writing your goal using the SMART guidelines:
