

SMART *Goals*

When setting goals, make sure it follows the SMART structure. Use the questions below to create your goals.



S

SPECIFIC & STRATEGIC

What do you want to accomplish? in as much detail as possible.

M

MEASURABLE

How will you know when it is accomplished? make this a quantifiable value.

A

ATTAINABLE

How can the goal be accomplished? list the resources needed and if or how you can obtain them.

R

REALISTIC & RELEVANT

Does this seem worthwhile? what change are you hoping to affect by reaching your goal?

T

TIMELY

When can you accomplish this goal? break the overall goal into smaller steps and assign a due date to each step.