

Setting Goals the SMART Way

SMART Goals are:

- Specific
- Measurable
- Achievable
- Relevant
- Timely



S - Specific goals lay out the specific things you plan to accomplish.

1. What do you want to accomplish?
2. Why do you want to do it?
3. What are you going to do to accomplish this goal?
4. How are you going to do it?

M - Measurable goals have concrete criteria for measuring progress.

5. How will you know when you have achieved this goal?

A - Achievable goals are goals that you can actually reach. This means that by using your strengths, putting forth effort, and asking for support when you need it, you can reach these goals.

6. Is this goal realistic?
7. Do you have the tools you need to achieve it?

R – Relevant goals are goals that matter to you now and are important to your life somehow.

8. Why is this goal important in your life?

T - Timely goals set a target date for you to reach your goals. The target can be days, weeks, months or years.

9. When can you achieve this goal?

Reference:

Adapted from Doran, G. T. (1981). There's a S.M.A.R.T. way to write management's goals and objectives. *Management Review*, 7(11), 35-36.