

SMART GOALS

SMART is an acronym that stands for **Specific, Measurable, Achievable, Realistic, and Timely**. A SMART goal is used to help guide goal setting and incorporates all these criteria to help focus your efforts and increase the chances of achieving your goal.

DEFINE GOALS

1	
2	
3	

SPECIFIC

What is the desired result? (who, what, when, why, how)? Can you easily explain the goal? List specific actions necessary to achieve this goal.

1	
2	
3	

MEASUREABLE

Is there a number attached to your goal? Can you quantify and measure progress? Explain why this number is important.

1	
2	
3	

ACTION-ORIENTED

Does the goal involve specific, measurable actions? Can you hold others accountable to the goal? List responsibilities for each action.

1	
2	
3	

REALISTIC

Is the goal achievable? Have you begun planning? List potential obstacles and how to overcome them.

1	
2	
3	

TIMED

What is your deadline? Draft a schedule: which actions are needed by when?

1	
2	
3	

*TRUE SUCCESS is all about
working towards meaningful
GOALS and DREAMS.*