

SMART Goals

SMART GOALS are: Specific, Measurable, Achievable, Realistic and Time Framed.

Specific: Is your goal(s) specific enough? Is it something that could be easily identified when you've reached it? If not, how could you make it more specific?

Measurable: Is your goal(s) measurable? Would you be able to tell you've reached it? Is there clear criteria? If not, how could you make it more measurable?

Achievable: Is your goal(s) achievable? Is it something that you've considered and understand that it is, in fact, possible and able to be accomplished? If not, how could you adjust your goal and/or timeframe expectations to make it achievable?

Realistic: Is your goal(s) realistic? If it's big and challenging, that's great, but is it something you are a) physically and mentally capable of doing, b) prepared for, and c) able to commit to? If not, is there another way to reach your goal, another similar goal, or something you can do to put this one within reach?

Time Framed: Does your goal(s) have a time frame? Have you set a date or duration? Do you have a sense of urgency for the next step? If not, is there anything else you need to do in order to be able to put your goal on a timeline and begin taking action?

One last step... OUTCOMES

Is your goal(s) written based on the OUTCOMES you want and not just the "task" you want accomplished? What ARE the outcomes you are looking for? Do you need to adjust the way you've worded your goals to be focused on outcomes?

Now, rewrite your goal(s) (1-4) considering the SMART guidelines and based on outcomes:

- 1) _____
- 2) _____
- 3) _____
- 4) _____