

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 will accomplish; *Why* you want to accomplish it and *How* you will accomplish it.

Measurable

Set specific criteria for your goals so that you can track your progress and check goals off your list when complete.

Achievable

Know what steps must be taken and whether or not they are achievable.

Realistic

Can you reasonably expect to complete it? Also make sure it is the right time to complete your goal.

Timely

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

Try writing your goal using the SMART guidelines:
