

SMART

GOALS

WHEN SETTING GOALS, MAKE SURE IT FOLLOWS THE SMART STRUCTURE. USE THE QUESTIONS BELOW TO CREATE YOUR GOALS.

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| <p>S</p> | <p><u>SPECIFIC</u> WHAT DO I WANT TO ACCOMPLISH?</p> | |
| <p>M</p> | <p><u>MEASURABLE</u> HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?</p> | |
| <p>A</p> | <p><u>ACHIEVABLE</u> HOW CAN THE GOAL BE ACCOMPLISHED?</p> | |
| <p>R</p> | <p><u>RELEVANT</u> DOES THIS SEEM WORTHWHILE?</p> | |
| <p>T</p> | <p><u>TIME BOUND</u> WHEN CAN I ACCOMPLISH THIS GOAL?</p> | |

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| <p>S</p> | <p><u>SPECIFIC</u> WHAT DO I WANT TO ACCOMPLISH?</p> | <p>Be clear and specific so your goals are easier to achieve. This also helps you know how and where to get started.</p> |
| <p>M</p> | <p><u>MEASURABLE</u> HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?</p> | <p>Measurable goals can be tracked, allowing you to see your progress. They also tell you when a goal is complete.</p> |
| <p>A</p> | <p><u>ACHIEVABLE</u> HOW CAN THE GOAL BE ACCOMPLISHED?</p> | <p>Are you able to take action to achieve the goal? Actionable goals ensure the steps to get there are within your control.</p> |
| <p>R</p> | <p><u>RELEVANT</u> DOES THIS SEEM WORTHWHILE?</p> | <p>Avoid overwhelm and unnecessary stress and frustration by making the goal realistic.</p> |
| <p>T</p> | <p><u>TIME BOUND</u> WHEN CAN I ACCOMPLISH THIS GOAL?</p> | <p>A date helps us stay focused and motivated, inspiring us and providing something to work towards.</p> |