



SMART Goals

SPECIFIC

Be precise in what you want to achieve. Consider breaking the goal down into simple stages.

MEASURABLE

How will you know when you have accomplished your goal? What will you be doing at that time? What will others observe you doing? What will be different? What will you have begun to do or be doing routinely? What will you be doing less of or have stopped doing?

ACHIEVABLE

Ensure your goals are not too complex. Don't set yourself up to fail! Think about setting smaller goals on your way to the big one. Celebrate your achievements. If you don't achieve what you set out to, then ask what you could do differently, what would make it more likely to be a success next time?

REALISTIC & RELEVANT

Is this achievable and what resources I have? Are there any other resources you need before you can, or to help you, achieve your goal? How can you access these resources? What issues might you have? What can you do to reduce the likelihood of those issues?

TIME BOUND

Set a reasonable time limit to achieve your goal. 1 week, a month, 6 months, a year, 5 years?
Consider different (shorter) time limits for simpler steps.