

# SMART GOALS

Specific

- What exactly needs to be accomplished
- Who will be involved
- Where will this take place
- Why do I want to accomplish the goal

- What is the deadline for reaching the goal
- When do I need to take action
- What can I do today

Time-bound

- How will I know I've succeeded
- How much change needs to occur
- How many accomplishments or actions will it take?

Measurable



Relevant

- Do I have, or can I get, the resources needed to achieve the goal
- Is the goal a reasonable stretch for me (neither out of reach nor too easy)
- Are the actions I plan to take likely to bring success

Attainable

- Is this a worthwhile goal for me right now
- Is it meaningful to me or just something others think I should do
- Would it delay or prevent me from achieving a more important goal
- Am I willing to commit to achieving this goal