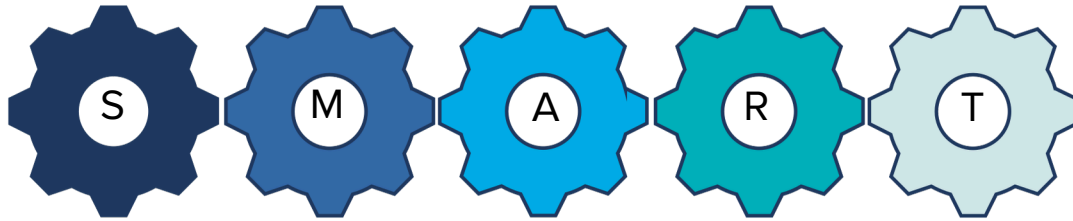# S.M.A.R.T Goals

Goals can be defined as the result or achievement toward which effort is directed, and we set goals to provide direction, to motivate us, to mark our success, and to create further momentum in what we are doing. Goal setting can help increase your productivity, reduce stress levels, and enjoy the things you like to do more! To set goals for various tasks and purposes, it is important that you develop S.M.A.R.T Goals which allow you to allocate your time more effectively and efficiently.

I. What are S.M.A.R.T. goals?

S.M.A.R.T goals is considered one of many frameworks for goal setting. "SMART" is an acronym for...

S	Specific	Means that you know exactly what you are wanting to accomplish
M	Measurable	Refers to how you will measure your progress and your achievement of the goal
A	Actionable	Means being able to set up an action plan that tells you what you are going to do
R	Realistic	Means making sure that your goal is not completely out of reach or too easy to achieve
T	Timely	Means providing a timeframe in which you will accomplish the goal

II. SMART Goals Practice - Are these good examples of a SMART

I will walk on the moon by the end of the semester."

Specific ➜ Yes
Measurable ➜ Yes
Actionable ➜Yes
Realistic ➜ No
Timely ➜ No

Not all tenets of a SMART goal have been met; therefore, this example is NOT a good example of a SMART goal.

I will attend office hours for each of my courses by the end of week 3 this semester."

Yes
→ Yes
Yes
Yes
Yes

Here, ALL tenets of a SMART goal have been met; therefore, this is a good example of a SMART goal!

III.Set your own SMART

SMART Goal #1:
Start date:
_____

Target/End Date:
_____

Date Achieved:
_____

Specific	
Measurable	
Actionable (Action Steps to achieve goal)	
Realistic	
Timely	
Consolidate the information from the boxes above into a SMART Goal here:	

SMART Goal #2
Start date:
_____

Specific	
Measurable	
Actionable (Action Steps to achieve goal)	
Realistic	

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Timely	
Consolidate the information from the boxes above into a SMART Goal here:	

SMART Goal #3

Start date: _____ Target/End Date: _____ Date Achieved: _____

Specific	
Measurable	
Actionable (Action Steps to achieve goal)	
Realistic	
Timely	
Consolidate the information from the boxes above into a SMART Goal here:	