

# SMART Goals

The SMART method is a goal-writing framework that will help ensure that your goals are meaningful and well-aligned with your lifestyle and priorities. Following the framework helps you set reasonable expectations and create a pathway to success that works for you.

## What are SMART goals?

SMART goals meet the following criteria:

- S** Specific
- M** Measurable
- A** Achievable
- R** Realistic & Relevant
- T** Timely

## Instructions

1. Goal Brainstorm. Start by writing your initial goal and what you would like to accomplish
2. Goal Evaluation and Modification. Transform your goal using the SMART framework. Set yourself up for success by ensuring that your goal addresses the key considerations and questions provided in the table on page 3.
3. SMART Goal. Create your final goal using the notes you made.
4. Get Started! Now that you have your final goal in hand, get out there and start taking steps to succeed.

**Step 1:** Use the space below to brainstorm what you would like to accomplish and draft an initial goal.

**Goal Brainstorm:**

**Step 2:** In the space provided, analyze your goal by walking through each of the considerations and questions for each of the SMART criteria.

	Key Considerations and Questions	Assess Your Goal (How does it meet SMART criteria?)
<p><b>S</b> <b>Specific</b> Your goals have a clear indicator of success.</p>	<ul style="list-style-type: none"> <li>Your goal is detailed enough to identify when you've accomplished it (you know what success looks like)</li> <li>Goal states what you will accomplish using action words</li> <li>Can you answer the who, what, when, where, why, and how of your goal?</li> </ul>	
<p><b>M</b> <b>Measurable</b> You are able to hold yourself accountable by tracking progress.</p>	<ul style="list-style-type: none"> <li>Progress you make towards the goal can be tracked and documented in a clearly defined way</li> <li>Are there objective criteria you can use to rate your progress?</li> <li>Can you quantify your progress using numbers?</li> </ul>	
<p><b>A</b> <b>Achievable</b> The goal is ambitious, yet attainable.</p>	<ul style="list-style-type: none"> <li>Reaching your goal is a challenge, but you will be able to achieve it with effort and persistence</li> <li>You can create clear, identifiable steps to help you reach your goal</li> </ul>	
<p><b>R</b> <b>Relevant and Realistic</b> The goal is worthwhile and meaningful.</p>	<ul style="list-style-type: none"> <li>Accomplishing the goal will help you reach an important milestone</li> <li>You are physically and mentally capable of working towards your goal at this time</li> <li>You are in a position to allocate the time necessary to complete your goal</li> </ul>	
<p><b>T</b> <b>Timely</b> There is a clear end date.</p>	<p>Goals have a set timeline for completion. When selecting a date, account for the following:</p> <ul style="list-style-type: none"> <li>When would I like to have this goal completed?</li> <li>How long should this take?</li> <li>Are there any roadblocks or barriers that may extend the end date?</li> </ul>	

**Step 3:** Now that you've vetted your initial goal, write out your final SMART goal in the space below.

**In case you need help wording your goal, feel free to use this prompt:**

My goal is to what you want to do. Reaching this goal means that I will what success looks like/how you'll know when you have reached the finish line.

Accomplishing this is important because milestone this will help you reach.

I will track progress by summary of how you will keep yourself on track. Each time period (e.g. each day) I will what you will do and how many/how much you will do.

While I acknowledge that this may not be easy, I know that I can reach my goal by list the steps you will take, including how will you overcome your obstacles.

I am making the commitment to complete this by due date.

**SMART Goal:**