

# Setting SMART goals

By creating SMART goals, you can make your aspirations more focused, achievable and rewarding.

## **SPECIFIC (S):**

Be specific about what you want to achieve.

- A. What exactly do you want to achieve?
- B. Who is involved or responsible?
- C. Where will it take place (if applicable)?
- D. Why is this goal important?

## **MEASURABLE (M):**

Set measurable criteria to track your progress.

- A. How will you track progress?
- B. How will you know when the goal is accomplished?

## **ACHIEVABLE (A):**

Ensure that your goal is realistic and within reach.

- A. Is the goal realistic given your resources and constraints?
- B. What steps or actions will you take to reach the goal?
- C. Do you have the necessary skills and support?

## **RELEVANT (R):**

Make sure your goal aligns with your interests and overall objectives.

- A. Does the goal align with your values?
- B. Will it contribute to your long-term success and growth?
- C. Is now the right time to pursue this goal?

## **TIME-BOUND (T):**

Set a specific timeframe for achieving your goal.

- A. When will you start working on the goal?
- B. What is the target completion date?
- C. Are there any milestones or checkpoints along the way?



**My SMART Goal Statement:**

**Challenges I might encounter:**

**Ways to overcome the challenges:**

**My personal strengths that will help me achieve this goal:**

