

Creating S.M.A.R.T. Goals

Specific | Measurable | Attainable | Realistic | Timely

Specific:

A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- *Who: Who is involved?
- *What: What do I want to accomplish?
- *Where: Identify a location.
- *When: Establish a time line.
- *Which: Identify requirements and obstacles.
- *Why: List specific reasons, purpose or benefits of accomplishing the goal.

Example: A general goal would be, "Get good grades." But some specific goals that will help you achieve that goal would be: 1) Do my work in class. 2) Do my homework. 3) Go to class every day. 1) Study for tests."

Measurable:

~Set goals that allow you to keep track of your progress.

~When you keep track of your progress, you stay on track, reach your target dates, and experience the excitement of small successes that will motivate you to achieve the goal.

~To determine if your goal is measurable, ask questions like: How much? How many? How will I know when it is accomplished?

Attainable:

~Goals are about things that you can control.

~You can achieve most any goal you set when you plan your steps wisely and establish a time line that allows you to complete those steps.

~Goals that may have seemed far away and out of reach eventually move closer, not because your goals shrink, but because you grow to match them.

~When you list your goals, you build your self-image. You see that you are worthy of these goals, and develop the personality that allow you to own them.

Realistic:

- ~To be realistic, a goal must represent something you are both willing and able to work for.
- ~A goal can be both high and realistic; you are the only one who can decide just how high your goal should be.
- ~Be sure that you can see progress in every goal you set for yourself.
- ~A high goal is usually easier to reach than a low one because a low goal comes with low levels of motivation.
- ~Some of the hardest jobs you ever accomplished actually seem easy because of how much you loved it.
- ~Your goal is probably realistic if you truly believe that it can be accomplished. Other ways to know if your goal is realistic is to look at the past to see if you have accomplished anything that's similar.

Timely:

A goal should be set within a certain time line. With no time line tied to it, you will not feel like you have to accomplish it at any particular time.

Example:

If you want to get good grades, when do you want to have good grades? "Someday" won't work.

But if you set it within a time line, "by the end of the 1st six weeks," then you've set your unconscious mind into motion to begin working on the goal.

You can check your grades on a weekly basis on Infinite Campus to measure your progress.