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.