

SETTING A S.M.A.R.T. GOAL

There are five components to a SMART Goal. The goal must be:

Specific: You can state clearly where you want to be when the goal is finished.

Measurable: You have included some way to measure your progress towards your goal.

Attainable: It is within your means, capabilities and current reality to meet your goal's objective.

Relevant: You are passionate enough about your goal to see it through to the end.

Time bound: The goal has a deadline. In other words, you will know when you expect it to be completed.

Here are some examples of regular goals vs. S.M.A.R.T. goals:

Nonspecific goals	SMART goals
I want to earn some extra money for a vacation.	I want to earn \$3,000 from freelance work by June so that I can take the family to Florida.
I want to improve my company's sales.	I want to increase sales by 5 percent within three months.
I want to learn Spanish.	I want to be able to converse fluently in Spanish by the time I go visit friends in Mexico next summer.

Let's take a look at your goal and make sure it fits the SMART profile.

First, write down your goal: _____

Now, try to answer these questions:

SPECIFIC

What is it you want to achieve? _____

Where will you be achieving it? _____

How will you be achieving it? _____

Why do you want to achieve it? _____

MEASURABLE

What is your metric for measuring your goal? _____

ATTAINABLE

Do you genuinely believe you can achieve this goal at this point in your life? _____

RELEVANT

Is this goal important enough to you that you will stick with it to completion? _____

TIME

When is the target date for completing your goal? _____

Could you answer all the questions? If so, revise your goal statement to include all of your S.M.A.R.T. information (if needed). If you could not, give it some more thought and then try going through this worksheet again.

