

What are SMART GOALS? Why are they important? How do I make them?

S.M.A.R.T. (or SMART) is an [acronym](#) used as a [mnemonic](#) device to establish criteria for effective goal setting and objective development. (Wikipedia)

Sometimes we stress about things we need to do or things we hope to change. These things can take an enormous amount of our time and cause anxiety. The reason to learn about smart goals is to create a framework to help you develop ways to set personal goals on your road to success. It works!

To make a S.M.A.R.T. goal, see the boxes below. Your goal is personal to you. What would you like to see happen? Putting goals on paper is a great way to set in place self-actualization- to make it happen. First, think of an area for improvement. Then figure out how you will measure it. Ask yourself what resources and effort you will need to achieve it. Why is this goal important? When will you see the results?

It is a simple process and is a good life skill to learn. S.M.A.R.T. goals are used to have outcomes in school, sports, activities, business, careers, and other adventures. Definitions are below. The Smart Goals worksheet is on page 2.

Goal	Explanation	Answer
Specific	<ul style="list-style-type: none">What is the goal?How will this goal be achieved?Who is responsible for achieving this goal?What are the success criteria for this goal?	
Measurable	<ul style="list-style-type: none">Is it possible to measure this goal quantitatively?What tools or methods will be used to measure the success or failure of the goal?	
Attainable	<ul style="list-style-type: none">Is there any historical data to support the feasibility of this goal?What resources are needed?	
Relevant	<ul style="list-style-type: none">Why is this goal Beneficial for your organization?What is the priority level of this goal?	
Time-Bound	<ul style="list-style-type: none">What is the deadline for the completion of the goal?	



SMART GOALS WORKSHEET

NAME:

DATE:

S

SPECIFIC

(describe your goal)

M

MEASURABLE

(how can you track progress?)

A

ACHIEVABLE

(is this possible? how?)

R

RELEVANT

(does this goal align with the bigger picture?)

T

TIMELY

(what is the deadline?)