

Setting SMART, Motivating Goals Handout

Goals can be set in a manner that helps motivate your efforts and energy. For goals to be exciting, and motivating, they need to have certain qualities. These qualities can be summarized into the acronym 'SMART', which stands for specific, measurable, achievable, relevant, and time-bound.

Instructions: Think of a goal you would like to achieve within the short-term. This is usually something that you can accomplish within six months to two years. Complete the diagram below by first stating this goal in the top column ("My goal is to..."). Then, apply the SMART principles to your goal by listing how your goal will be specific, measurable, achievable, relevant and time-bound.

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">My goal is to...</div>				
<p><i>Specific</i> Define your goal in as much detail as possible, answering the who, when, how, which, and whys.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><i>Measurable</i> How will you measure your performance towards the goal? How will you know you have reached your goal?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><i>Achievable</i> Is the goal attainable, or realistic? Is it too easy, or too difficult?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><i>Relevant</i> Is the goal worthwhile? Is it relevant to your own development? If so, how?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><i>Time-Bound</i> How long will you take to achieve this goal?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>