

Setting SMART, Motivating Goals Example 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.

<p>My goal is to... <i>Write a novel</i></p>				
<p>Specific Define your goal in as much detail as possible, answering the who, when, how, which, and whys.</p> <p><i>Write a novel about a brain surgeon who has a magical unicorn friend. The novel will be about 20,000 words. I might think of publishing this novel later.</i></p>	<p>Measurable How will you measure your performance towards the goal? How will you know you have reached your goal?</p> <p><i>I will accomplish this goal when I see the first completed draft.</i></p>	<p>Achievable Is the goal attainable, or realistic? Is it too easy, or too difficult?</p> <p><i>I think this goal is attainable. I can write stories pretty well and people have told me that they enjoy reading my stories.</i></p>	<p>Relevant Is the goal worthwhile? Is it relevant to your own development? If so, how?</p> <p><i>I would like to be an author someday. Or perhaps a freelance writer. Writing a novel will help me reach this future goal.</i></p>	<p>Time-Bound How long will you take to achieve this goal?</p> <p><i>I should be able to complete this novel in two years.</i></p>