SMART Goal Setting

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| S | **Specific**State exactly what you want to achieve. Can you break a larger task down into smaller items? |
| M | **Measurable**Establish clear definitions to help you measure if you’re reaching your goal. |
| A | **Action-oriented**Describe your goals using action verbs, and outline the exact steps you will take to accomplish your goal. |
| R | **Realistic**Give yourself the opportunity to succeed by setting goals you’ll actually be able to accomplish. Be sure to consider obstacles you may need to overcome. |
| T | **Time-Bound**Home much time do you have to complete the task? Decide exactly when you’ll start and finish your goal. |