SMART Goal Setting

|  |  |
| --- | --- |
| 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. |