



SMART Goal Setting



When you are developing goals that you want to reach, **evaluate** them to make sure they fit the criteria of a SMART goal. Make any changes necessary to ensure it meets the criteria for a **SMART goal**:

S = Specific
M = Measurable
A = Attainable
R = Realistic
T = Timely

Specific:

Goals should be straightforward and emphasize what you want to happen. Specifics help us to **focus our efforts** and **clearly define what we are going to do**.

WHAT are you going to do? Use action words such as direct, organize, develop, plan, build etc.

WHY is this important to do at this time? What do you want to ultimately accomplish?

HOW are you going to do it? (By...)

Ensure the goals you set are very **specific, clear and easy**. Instead of setting a goal to find job, set a specific goal to search for at least 3 job openings in a particular field by then end of this week.

Measurable:

If you can't measure it, you can't manage it. Choose a goal with measurable progress, **so you can see the change occur**. How will you see when you reach your goal? **Establish concrete criteria for measuring progress** toward the attainment of each goal you set. When you measure your progress, you reach your target dates, and experience a sense of achievement.

Attainable:

Goals you set which are too far out of your reach, you probably will not commit to doing. **A goal needs to stretch you slightly so you feel you can do it and it will need a real commitment from you.** For instance, if you aim to submit your resume to 50 job postings by the end of the day – this may seem overwhelming. However, you may be more likely to complete a goal of 10 a day for 5 days. **The feeling of success which this brings helps you to remain motivated.**

Realistic:

This is not a synonym for "easy." Realistic, in this case, means **"do-able."** The goal needs to be realistic for you and where you are at the moment. A goal of completing a degree within 1 year is not realistic for most people. Pace yourself but be sure to set goals that you can attain with some effort. Too difficult and you set the stage for failure, but too low sends the message that you aren't very capable. **Set the bar high enough for a satisfying achievement!**

Timely:

Set a timeframe for the goal: for next week, in three months, by the end of the year. Putting an end point on your goal gives you a **clear target** to work towards. **Time must be measurable, attainable and realistic.**



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Adapted From Paul J. Meyer's "Attitude Is Everything."
Michele Jersak, 2011

My Long-Term Career and Life Planning Goal:

Mid-Range Goals to Support My Long-Term Goal:

- 1)
- 2)
- 3)

An effective strategy in achieving your goals is to break up your larger goals into smaller and do-able action steps. Create a list of 7 action steps that you need to complete in order to achieve some of your mid-range goals. Make sure your action steps meet the criteria of being a SMART (Specific, Measureable, Attainable, Realistic and Timely). Include a date of completion for each step:

Action #1:

Date of Completion: _____

Action #2:

Date of Completion: _____

Action #3:

Date of Completion: _____

Action #4:

Date of Completion: _____

Action #5:

Date of Completion: _____

****ADD THIS INFORMATION TO YOUR GPS LIFEPLAN EFOLIO WHEN YOU ARE DONE****

