Appendix A: S.M.A.R.T. Goals

What is a SMART Goal?
- A SMART Goal is a method of setting goals that provides a framework for how the goal will be accomplished.
- SMART is an acronym which will help you set goals.

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Specific: This should emphasize what you want to happen and should be specific, clear, and easy and answers the following questions:

- What are you going to do?
- Why is this important?
- How are you going to do it?

Measurable: Establish criteria for measuring your progress.

Examples of measurable goals:
- I want to score above 80% on my next two math tests.
- I want to read one chapter every day to complete Harry Potter by November.

Examples of non-measurable goals:
- I want to score higher on my next two math tests.
- I want to be a good reader.

Attainable/Achievable: Goals need to stretch you slightly so you feel you can do it and it will need a real commitment from you. Goals set too far out of reach you can’t commit to and make come true.

Example of attainable goal:
- I want to lose 1 lb in a week through exercise and diet. (possible)

Example of non-attainable goal:
- I want to lose 20 lbs in one week. (not possible)

Realistic: Your goal should be “do-able” and should include devising a plan or way of getting to that goal.

Timely: Set a timeframe for the goal (next week, next progress report, three months, etc.)

Information adapted from Columbus State Community College.
## SMART Goal-Setting Worksheet

**Step 1:** Write down your goal in as few words as possible.

My goal is to: ____________________________________________

**Step 2:** Make your goal detailed and SPECIFIC. Answer who/what/where/how/when.

__________________________________________________________________________

**Step 3:** Make sure your goal is MEASUREABLE. Add details, measurements and tracking details.

I will measure/track my goal by using the following numbers or methods:

__________________________________________________________________________

I will know I’ve reached my goal when:

__________________________________________________________________________

**Step 4:** Make your goal ATTAINABLE. What additional resources do you need for success?

**Items I need to achieve this goal:** ____________________________________________

**How I’ll find the time:** ____________________________________________________

**Things I need to learn more about:** __________________________________________

**People I can talk to for support:** ____________________________________________

**Step 5:** Make your goal REALISTIC.

**HOW will you reach this goal?** List at least 3 action steps you’ll take (be specific):

1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________

**Step 6:** Make your goal TIMELY. Put a deadline on your goal and set some benchmarks.

I will reach my goal by (date): ___ / ___ / ______.

My halfway measurement will be ______________________ on (date) ___ / ___ / ______.

Additional dates and milestones I’ll aim for:

__________________________________________________________________________

Information adapted from SparkPeople.com