

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.

S	Specific
M	Measurable
A	Attainable or Achievable
R	Realistic
T	Timely

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.)

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:
