**S.M.A.R.T. Goals**

The Quickest and Easiest Way to Accomplish Anything

SMART is an acronym (using the first letter of each word) of guidelines for making and achieving goals. It’s quick, easy, and by making SMART goals, you can do whatever you want because you will have a plan that works!

***SMART Goals***

*S – Specific*

*M – Measurable*

*A – Attainable*

*R – Realistic*

*T – Timely*

**Specific:** What do you want do? One part of making specific goals is breaking it down into parts that are manageable and easy to understand. The difference between vague (unclear) and specific (very clear) makes all the difference in accomplishing a goal. Think: who, what, when, where, which, why?

Look at the examples below. Underline the goals that are specific.

1. Get in shape.
2. I will go to the rec. center Monday, Wednesday, and Friday at 6:00 a.m. and walk around the track for 30 minutes. When I can do 4 laps without puffing, I am fit. When I can do 3 laps without puffing, I am half-way.
3. Get good grades.
4. I will sit at the table every day at 3:30 p.m. and work on assignments until 4:30. I will know I have achieved my goal when I get As for English, Maths and Science.
5. Get rich.
6. I will save 25% of my paycheck every month and invest in mutual funds until I am 55 years old. I aim to accrue a minimum of $1,000,000.00.

**Measurable:** What is your measure of success? Includes any numbers such as data that tells you how much or when. The above examples give good indications. Write in the measurable outcomes from the above examples #2, #4, #6.

#2. I am halfway when I can do 3 laps, finished when I can do 4 laps without puffing (How nice. Someone already wrote in the answer!).

#4. ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attainable:** Is the goal doable?

a) Do I have the resources and ability? Are you giving yourself enough time to do what you need to do? If I wanted to run a marathon and I haven’t done any training, which goal would be attainable?

1. I will walk every day for 30 minutes for one week, jog for 30 minutes for two weeks, add five minutes to my work out every week until I reach 60 minutes and continue training for three months.
2. I will run the marathon on Saturday.

b) What *action* do I need to take to accomplish my goal to avoid limitations and traps? For instance, if I immediately turn on the television when I get home from school, I will need to purposely avoid the television. I would write out my routine like this: *When I get home from school at 3:00, get a snack and set up my school work at the table or desk and sit down.*

**Relevant:**  Is your goal relevant to your broader goals/aims? Does achieving this goal help you achieve other goals or work against them? For example, this goal might work toward the larger goal of you career choice or your improvement as a student. You might also consider if this goal is really worthwhile putting a lot of effort into. Also think about if this is the right time to do this.

Consider examples #2, 4 and 6 again – What relevance might they have?

#2. This is relevant for my whole life as fitness has a direct impact on health. It is worth putting in effort and as I am unfit, I need to act now.

#4. ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time Bound:** Give yourself a deadline as when you have an end date, you will finish your goal. Also have intermediate goals to keep yourself on track. Look at the above examples (all of them). Write the goals that have a time frame.

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That’s it! The secret to accomplishing what you want to do is right there.