**SMART Goals Explanation and Worksheet**

 **SMART Goals**

The acronym SMART can be used to provide a more comprehensive definition for goal setting:

**Specific (qualify)**

* What needs to be accomplished – well defined, detailed and clear to anyone – who, what, when, where, which, why?
* What steps need to be taken to achieve it
* Avoid words like: enjoy, realize, and be aware of, which are more ambiguous; and,
* Include more concrete words like: demonstrate, implement, produce and express.

**Measurable (quantify)**

* What is your measure of success?
* What data will measure the goal? How many and/or when?

**Achievable**

* You have the ability to accomplish this objective
* You have taken into consideration any limitations/constraints that may exist; and,
* Within the availability of resources, knowledge and time

**Relevant**

* Your objective is relevant to you?
* Is it relevant to your broader goals/aims?

**Time Bound**

* Enough time to achieve the goal but not too much time, which can affect performance
* A clear end point and intermediary times ie what needs to be achieved by the half-way mark

**Personal Goal**

To be effective, learning objectives and goals should be **SMART**

**S**pecific:

**M**easurable:

**A**chievable:

**R**elevant:

**T**ime Bound:

**Learning Goal**

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**S**pecific:

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