Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goal Date to finish: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

The Quickest and Easiest Way to Accomplish Anything

***SMART Goals***

*S – Specific*

*M – Measurable*

*A – Attainable*

*R – Realistic*

*T – Timely*

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!

**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.

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.
3. Get good grades.
4. I will sit at the table every day at 3:30 p.m. and work on assignments given that day in school until 4:30. Upon completion, I will place the assignments in the correct folder, take to school and turn in before class starts.
5. Get rich.
6. I will save 25% of my paycheck every month and invest in mutual funds until I am 55 years old.

**Measurable:** How will you know you are finished? The above examples give good indications. Write in the measurable outcomes from the above examples of #2, #4, #6.

#2. After walking for 30 minutes. (How nice. Someone already wrote in the answer!)

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

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

**Attainable:** Is the goal doable? What *action* do I need to take to accomplish my goal? 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.* Remember that the sooner you do your assignments, the sooner you can relax. Also, the information is fresh on the day of the class.

**Realistic:** 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 better represent my reality?

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.

**Timely:** Give yourself a deadline. When you have an end date, you will finish your goal. 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. Now it’s your turn. Finish the worksheet below. If you need help, ask. That’s what we’re here for.

**Academic or Personal Goal:**

**S** – My SPECIFIC Goal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**M** – How will I MEASURE my progress? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**A** – What actions must I take to ATTAIN this goal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**R** – Is my goal REALISTIC? \_\_\_\_ Yes \_\_\_\_ No

**T** – Is my goal TIMELY? When will this goal be accomplished? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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