

SMART Goals Guide	
Specific	<ul style="list-style-type: none"> » What exactly needs to be accomplished? » Who else will be involved? » Where will this take place? » Why do I want to accomplish the goal?
Measurable	<ul style="list-style-type: none"> » How will I know I've succeeded? » How much change needs to occur? » How many accomplishments or actions will it take?
Attainable	<ul style="list-style-type: none"> » Do I have, or can I get, the resources needed to achieve the goal? » Is the goal a reasonable stretch for me? (neither out of reach nor too easy) » Are the actions I plan to take likely to bring success?
Relevant	<ul style="list-style-type: none"> » Is this a worthwhile goal for me right now? » Is it meaningful to me—or just something others think I should do? » Would it delay or prevent me from achieving a more important goal? » Am I willing to commit to achieving this goal?
Time-bound	<ul style="list-style-type: none"> » What is the deadline for reaching the goal? » When do I need to take action? » What can I do today?