

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