

SMART GOALS

Tools for making goals a reality!

SMART GOALS ARE...





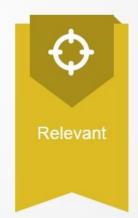


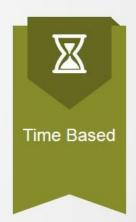












SMART GOALS

Specific

Specific goals answer the following questions:

• Who: Who is involved?

What: What do I want to accomplish?

• Where: Identify a location.

• When: Establish a time frame.

• Which: Identify requirements/constraints.

• Why: Specific reasons, purpose or benefits of accomplishing the goal.

MEASURABLE

To determine if your goal is measurable, ask questions such as:

- How much?
- How many?
- How will I know when it is accomplished?

ATTAINABLE

- The goal is "do-able"
- It is action-oriented
- It is "within reach" of mortals!

A may also stand for Action-oriented and that requires action verbs in the goal!

REALISTIC

- The goal must be an objective toward which you are both willing and able to work.
- Again, it must be "do-able"
- People must believe it can be accomplished

TIMELY

- You should establish a timeframe
- The timeframe must be realistic
- Everyone needs to know the timeframe...make it public

"T" may also represent Tangible in that you can experience it with one of your senses!

NOW IT'S YOUR TURN...

