

S M A R T

SPECIFIC MEASURABLE ACHIEVABLE REALISTIC TIMELY

GOALS

SPECIFIC

You know what you want to accomplish. It should be clear. Goals must be a detailed description of the what, when, and how. Write down your goals. If you fail to write them down, you might fail to accomplish them.

Example: *My specific goal is to get qualified for a promotion to a manager's position.*

MEASURABLE

Measurable means that you can check your progress. Goals which cannot be measured cannot be managed. Your goal is measurable if anyone can tell you at the end of the deadline whether or not you have completed your goal.

Example: *Each month, I will write a report outlining how've improved my skills and present it to my manager.*

ACHIEVABLE

Your goal must be within your reach in your present situation. Unattainable goals cannot motivate you. Easy goals, on the other hand, are not challenging enough so they do not contribute to your growth.

Example: *My boss is aware of this and together we will create a plan to work on my weaknesses.*

REALISTIC

Goals are simply instruments to accomplishing one's mission and/or purpose.

Example: *With the weekly reports, my managers will know that I am serious and can see what I have learned.*

TIMELY

Time sensitive goals need to have deadlines. Without timelines and deadlines, it is too easy to procrastinate.

Example: *I will complete this goal in 12 months.*



IMMEDIATE

Something small, simple, easy.
Can be done in the next 24-hours.

SHORT TERM

Things you can do over the next few days or weeks.

MEDIUM TERM

Things you can do over the next few weeks and months.

LONG TERM

Things I can do over the next few months and years.

EXAMPLES

HEALTH

- Terrible: "I want to get fit."
- Better: "I want to lose 10lbs."
- Best: "I want to eat 3 healthy meals a week and go to the gym twice a week."

Notice how the best goal is specific, measurable, achievable, realistic, and timely. The next step is to set it on your calendar: Shop for and prepare 3 healthy meals, plan gym days. Set a schedule for the week and do it.

FINANCES

- Terrible: "I want to get better with money."
- Better: "I want to save \$500 this year."
- Best: "I want to have \$20 per paycheck automatically transferred to my vacation savings funding for a year."

