

SMART GOALS

WHEN SETTING GOALS, MAKE SURE IT FOLLOWS THE SMART GOALS STRUCTURE. USE THE QUESTIONS BELOW TO CREATE YOUR GOALS.

S	<p><u>SPECIFIC</u></p> <p>WHAT DO I WANT TO ACCOMPLISH? WHO, WHAT, WHEN, WHERE, HOW.</p>	
M	<p><u>MEASURABLE</u></p> <p>HOW WILL I KNOW WHEN IT IS ACCOMPLISHED? HOW MUCH, OFTEN, HOW MANY, WHAT BEHAVIORS, WHAT OUT-PUTS</p>	
A	<p><u>ACHIEVABLE</u></p> <p>HOW CAN THE GOAL BE ACCOMPLISHED? DIVIDE YOUR GOALS INTO SMALLER MILESTONES</p>	
R	<p><u>RELEVANT</u></p> <p>TIE THE GOAL TO A SPECIFIC AREA, UNIT, UNIVERSITY GOALS OR NEED. HOW WILL IT MAKE AN IMPACT OR DIFFERENCE?</p>	
T	<p><u>TIMELY</u></p> <p>WHEN CAN I ACCOMPLISH THIS GOAL? ASSIGN A TIME/TIMEFRAME TO THIS GOAL. BY WHEN--HOW OFTEN</p>	

