

S.M.A.R.T. Goals

Utilizing the S.M.A.R.T. Goals Technique chart below will allow you to gain a sense of direction and organization around your goals. This helps the goal to be focused and have set checkpoints to ensure the goal to be completed within a certain time frame.

Specific What? Where?	Measurable From? To?	Attainable How?	Relevant Why? Worthwhile?	Timely When?
Use details and keep the goal clear and succinct	Include metrics or data targets to provide checkpoints along the way to identify success and help you stay accountable	Work towards a goal that is challenging but possible	Reflect on why it is important to you	Create a time frame and deadline for accomplishing the goal

Sample Goal:

Obtain an Associate's Degree.

The goal listed above is a large broad endeavor. Setting a goal very broadly, will often deter the completion of the goal. Now, if you look at the goal below, which utilizes the S.M.A.R.T goals technique, this goal is broken down into manageable parts; focused with a time frame and has details on when the goal will be completed. You will find that breaking a goal into smaller, more manageable parts, will decrease stress, be less overwhelming and overall be more attainable.

S.M.A.R.T. Goal:

Year one, I will take 3 classes in the spring and 3 classes in the fall at MontCo towards an Associate's Degree in Nursing to further my career.

Handwritten annotations: "measurable" above the class counts, "timely" above the semester terms, "Attainable" below the timeline, "Specific" below the location and degree, and "Relevant" above the purpose.

Use the chart below to help you create your 2020 goals:

My S.M.A.R.T. Goal Is:	
Specific (What? Where?)	
Measurable (From? To?)	
Attainable (How?)	
Relevant (Why?)	
Timely (When?)	