

Setting S.M.A.R.T. Goals

Setting smart goals will help you take the necessary steps to getting what you want out of life. Use the following chart to set your next smart goal.

S SPECIFIC	M MEASURABLE	A ACHIEVABLE	R RELEVANT	T TIME-BOUND
Be specific State what you will do. Use action words Answer questions like who, what, when, where, why and which?	How will you evaluate or measure your progress? What metrics or data will you use to measure?	Is this goal possible to accomplish right now in your life? Do you have the skills and tools necessary to achieve this goal?	Is this goal relevant to your life? Will it better your life in some way? Will it help you reach your larger goals quicker or easier?	What date will this goal be accomplished? What milestones do you need to meet in order to reach the deadline you have set?

My Goal

S SPECIFIC	M MEASURABLE	A ACHIEVABLE	R RELEVANT	T TIME-BOUND