



Getting Things Done with SMART Goals

I want to ...

- Experience less stress and anxiety
- Concentrate and remember more effectively
- Experience greater self-confidence
- Perform better and achieve more
- Be happier and more satisfied

SMART goals can help

What makes a goal SMART?

You do! By thinking carefully about what you want to achieve and determining a clear course of action, you'll have a better understanding of what your goals really are and how you can achieve them.

Here's how to make SMART goals:

S

Specific

State exactly what you want to achieve. Can you break a larger task down into smaller items?

M

Measurable

Establish clear definitions to help you measure if you're reaching your goal.

A

Action-Oriented

Describe your goals using action verbs, and outline the exact steps you will take to accomplish your goal.

R

Realistic

Give yourself the opportunity to succeed by setting goals you'll actually be able to accomplish. Be sure to consider obstacles you may need to overcome.

T

Time-Bound

Now much time do you have to complete the task? Decide exactly when you'll start and finish your goal.

example

I'm going to read Chapter 5 and answer the ten practice questions at the end of the chapter. This assignment is due on Thursday, so I'll preview and read the chapter by Wednesday. This will give me enough time to work on the homework from 7-9 p.m. so I can watch a movie with my friends at 10 p.m.

Now take a goal of your own and make it SMART
