SMART Goals

A SMART goal is a goal that is specific, measurable, attainable, and relevant and time bound. The goal should be clear and easily understood.

SPECIFIC: the goal must clearly state what is to be achieved, by whom, where and when it is to be achieved.Sometimes it may even state why that goal is important.

MEASURABLE: Measurability applies to both the end result and the milestones along the way to attaining a goal. It answers the question of quantity – how much, how often, how many? It is a quantifiable end point that ensures your goal is complete.

ATTAINABLE: You should ensure that the goals you set are achievable. You must believe that you can manage to do what you are setting out to do. If you set goals that are unbelievable, it is very unlikely you will achieve them and likely you'll find yourself feeling frustrated.

RELEVANT: Your goals must be relevant to what you want to achieve in the short term and the long term.   Is this goal something that is meaningful to you and applicable to what you want to achieve?

TIME-BOUND: It is important to set deadlines for completion of your goal. This aspect of the SMART method aims to ensure that you put a time-frame to your goals. This is for you procrastinators out there!

SMART Goals

Intention: What is it that you want to do?

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Specific: What exactly will you accomplish?

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Measurable: How will you know when you have reached this goal?

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Achievable: Is achieving this goal realistic? Have you got the resources to achieve this goal?

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Relevant: Why is this goal significant?

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Time Bound: When will you achieve this goal?

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State the Goal: Create a goal statement

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Goal Planning

	Focus Area Where I want to Grow	Goal SMART Criteria	Obstacles What will get in my way?	My Next Steps WHAT by WHEN
Personal (physical, spiritual, relational)				
Other (professional, intellecutal, financial)				