

Setting SMART goals

Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions: who, what, when, where, and why.

EXAMPLE:

A general goal would be, "Get in shape."
But a specific goal would say, "Join a gym and exercise 3 days a week."

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. To determine if your goal is measurable, ask questions such as: How much? How many? How will I know when it is accomplished?

EXAMPLE:

Join a gym and run 1 mile on the treadmill three times a week.

Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

EXAMPLE:

NON-ATTAINABLE GOAL: Win the Landmark 5k race.

ATTAINABLE GOAL: Join a gym and run 1 mile on the treadmill three times a week so I can complete the Landmark 5k.

Realistic - To be realistic, you truly believe that it can be accomplished. Ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

EXAMPLE:

Join a gym and run 1-2 miles on the treadmill three times a week so I can run most of the Landmark 5k.

Timely - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

EXAMPLE:

Join a gym and run 1-2 miles on the treadmill three times a week so I can run most of the Landmark 5k in October.

Goal: _____

Specific	
Measurable	
Attainable	
Realistic	
Timely/Tangible	

My class goal this year is: