Achieving Your Goals

Suggested timeframe of completion: January 1- April 1

Everybody has dreams, or at least a vision, for where they see themselves in the future. The first step to making your dream a reality is to clarify what you want to accomplish. That's where SMART goals come in.

S
SPECIFIC
What will this goal accomplish? How & why will it be accomplished?
M
MEASURABLE
How will you measure whether or not the goal has been reached?
A
ATTAINABLE
Is it possible? Have other done it successfully?
R
RESULT-FOCUSED
What is the reason for, purpose of, or benefit of achieving this goal?
T
TIME-BOUND
What is the completion date & does it create a sense of urgency?

Take a moment to turn your vision for your future into a SMART goal. Use the samples to help guide your work.

SMART Goal Samples

What is your dream/vision for your future?

Specific.

What will this goal accomplish? How and why will it be accomplished?

Measurable.

How will you measure whether or not the goal has been reached? List at least two indicators.

Achievable.

Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities and resources to accomplish your goal?

Results-focused.

What is the reason, purpose, benefit of accomplishing the goal? What is the result (not activities leading up to the result) of the goal?

Time-bound.

What is the established completion date and does the completion date create a sense of urgency?

Restate goal in one to two complete sentences.

Mark As Complete

No