

Setting S.M.A.R.T Goals

- ◆ **S = Specific**
- ◆ **M = Measurable**
- ◆ **A = Attainable**
- ◆ **R = Realistic**
- ◆ **T = Timely**

SPECIFIC

- ◆ Goals should be simple and emphasize what you want to happen. This helps us to focus our efforts and clearly define what we are going to do.
- ◆ Define the **What, Why, and How** of Goal-setting
 - WHAT are you going to do? Use action words such as direct, organize, coordinate, lead, develop, plan, build etc.
 - WHY is this important to do at this time? What do you want to ultimately accomplish?
 - HOW are you going to do it? (By...)
- ◆ Ensure the goals you set are very specific, clear and easy. Instead of setting a goal to lose weight or be healthier, set a specific goal to lose 2cm off your waistline or to walk 2 miles at an aerobically challenging pace every day.

MEASURABLE

- ◆ **If you can't measure it, you can't manage it.** The whole goal statement is a measure for the project; if the goal is accomplished, there is a success. However, there are usually several short-term or small measurements that can be built into the goal.
- ◆ Choose a goal with measurable progress, so you can see the change occur. How will you see when you reach your goal? Be specific! "I want to read 3 chapter books of 100 pages on my own before my birthday" shows the specific target to be measure. "I want to be a good reader" is not as measurable.
- ◆ Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goals.

ATTAINABLE

◆ **Attainable means doable and realistic.**

It means that the skills needed to do the work are available; Devise a plan or a way of getting there which makes the goal possible. The goal needs to be realistic for you and where you are at the moment. A goal of never again eating sweets, cakes, crisps and chocolate may not be realistic for someone who really enjoys these foods.

- For instance, it may be better to set a goal of eating a piece of fruit each day instead of one sweet item. You can then choose to work towards reducing the amount of sweet products gradually as and when this feels attainable for you
- For instance, if you aim to lose 20lbs in one week, we all know that isn't achievable. But setting a goal to loose 1 lb and when you've achieved that, aiming to lose a further 1 lb, will keep it achievable for you.
- **The feeling of success this brings helps you to remain motivated.**

REAL—RELEVANT

- ◆ **Identify goals that are most important to you.** You will begin to figure out ways you can make them come true. You will develop attitudes, abilities, skills, and financial capacity to reach them. You may see previously overlooked opportunities to bring yourself closer to your goal.
- ◆ **Goals should be reachable but not minimal.** Goals you set which are too far out of your reach, you probably won't commit to doing. Although you may start with the best of intentions, the knowledge that it's too much for you means your subconscious will keep reminding you of this fact and will stop you from even giving it your best. A realistic project may push your skills and knowledge but it won't break you. A goal needs to stretch you so you feel you can do it, but it will need a commitment from you.
- ◆ Be sure to set goals that you can attain with some effort! Too difficult and you set the stage for failure, but too low sends the message that you aren't very capable. **Set the bar high enough for a satisfying achievement!**

TIMELY

- ◆ Decide the **WHEN!**
- ◆ Set a timeframe for the goal—for next week, in three months, by ninth grade. Putting an end point on your goal gives you a clear target to work towards.
- ◆ If you don't set a time, the commitment is too vague. It tends not to happen because you feel you can start at any time. Without a time limit, there's no urgency to start taking action now.

“Failing to plan is planning to fail”

If you find yourself unable to set a SMART goal it is more than likely that your future plans are not clear enough and need to be worked on.

Doing this careful planning at the beginning will save you lots of time and disappointment at a later stage and you will avoid making costly mistakes.

<http://www.values.com/inspirational-stories-tv-spots/77-Power-of-a-Dream>

