

Setting SMART Goals

When setting goals, there are some basic principals that should be used, these principals are referred to in an acronym as SMART. Goals should be Specific, Measureable, Attainable, Realistic and Timely.

The following are some short definations of the five parts of SMART goals. To see a more detailed definition, check out the Goal Setting Guide Website:

<http://www.goal-setting-guide.com/goal-setting-tutorials/smart-goal-setting>

S =	Specific	Goals should be straightforward and emphasize what you want to happen. If your Goals are vague or wishy-washy, it will be hard to define the what you are really looking to accomplish. Specifics help us to focus our efforts and clearly define what steps and tools are necessary to accomplish the goal.
M =	Measurable	"If you can't measure it, you can't manage it." In the broadest sense, the whole goal statement is a measure for the project; if the goal is accomplished. However, there are usually several short-term or small measurements that can be built into the goal to show progress and keep you motivated.
A =	Attainable	Is this Goal 'attainable'? This seems to be a little redundant to 'Realistic' below, but think of it this way; 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. Don't stretch too far, but don't be too limiting either - balance...
R =	Realistic	This is not a synonym for "easy." Realistic, in this case, means "do-able." It means that the learning curve is not a vertical slope; that the skills needed to do the work are available; that the project fits with the overall strategy and goals of the organization. A realistic project may push the skills and knowledge of the people working on it but it shouldn't break them.
T =	Timely	Set a timeframe for the goal: for next week, in three months, by fifth 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.

Below is a grid you can use to set your goals based on "Category" and Priority (time frame). See if you meet the SMART concepts for each Goal and indicate Y or N in the appropriate columns. Put an abbreviated title here and fill out more detail on the "Goal Detail" pages.

Time Frame Months / Years	Goal Categories <i>(place name of Goal here)</i>							Do you meet the SMART Guidelines?				
	Career	Education	Finances	Health	Relationship	Spiritual		S	M	A	R	T

Goal Title: _____

Goal Category: ___ Career ___ Education ___ Finances ___ Health ___ Relationship ___ Spiritual _____

Goal Summary:

Is this a sub-goal ___ Y ___ N	<i>(Must this goal be completed to meet higher level goals?)</i>	Sub-Goals <i>(Check when complete)</i>
Is this a top-level goal that has sub-goals? ___ Y ___ N	<i>(If "YES" - Do not lose focus on the required sub-goals)</i>	
How will you measure your goal?		

Why is this Goal Important?

Actions/Steps required to meet this goal:	Action Deadline:

Resources required (books/classes/trainer/coach/etc...):

Accountability - How or By Who?