

# S.M.A.R.T Goals

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## Specific, Measurable, Attainable, Realistic/Relevant and Time Bound

### S = Specific

Do you know exactly what you want to accomplish with all the details? Goals must be well defined. They must be clear and unambiguous.

### M = Measurable

Can you quantify your progress so you can track it? How will you know when you reach your goal?

Define specific criteria for measuring progress toward the accomplishment of each goal you set so that you can measure and keep track of your progress.

### A = Attainable

Is your goal a challenge but still possible to achieve?

Goals must be achievable. The best goals require you to stretch a bit to achieve them but they are not impossible to achieve.

### R = Realistic/Relevant

Is your goal realistic and within your reach? Are you willing to commit to your goal? Almost certainly, your goal is realistic if you truly believe that it can be accomplished.

Is your goal relevant to your life purpose? Is it in line with your beliefs and values? Your goal must be consistent with other goals established and fits with your immediate and long-term plans?

### T = Time Bound

Does your goal have a deadline?

Goals must have a clearly defined time frame including a starting date and a target date. If you don't have a time limit then there is no urgency to start taking action towards achieving your goals.