Smart Goal Setting



Make it Specific

What is your goal? Give details

Make it Measurable

How will you keep track of your progress?

How will you measure it?

Make it Attainable

What do you need to achieve your goal?

Think of time, skills, etc.

Make it Relevant

How will this goal help you?

Make it Timely

When will you achieve this goal? Set a

start and finish date.

Smart Goal Setting

Action Plan—what steps do you need to take? Date

Potential Obstacles Potential Solutions