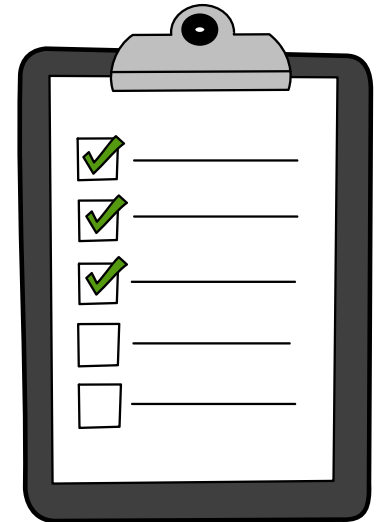# SMART GOALS

SMART GOALS STAND FOR :

SPECIFIC
MEASURABLE
ACHIEVABLE
RELEVANT
TIME-BOUND

SPECIFIC:

"A SPECIFIC GOAL IS CLEAR AND WELL- DEFINED, LEAVING NO ROOM FOR AMBIGUITY. IT ANSWERS THE QUESTIONS OF WHAT NEEDS TO BE ACCOMPLISHED, WHY IT'S IMPORTANT, AND HOW IT WILL BE ACHIEVED"

MEASURABLE:

"MEASURABLE GOALS ARE QUANTIFIABLE, ALLOWING YOU TO TRACK YOUR PROGRESS AND DETERMINE WHEN YOU'VE ACHIEVED THEM. THEY PROVIDE A WAY TO MEASURE SUCCESS OBJECTIVELY"

ACHIEVABLE:

"AN ACHIEVABLE GOAL IS REALISTIC AND ATTAINABLE WITHIN YOUR CURRENT RESOURCES AND CONSTRAINTS. IT ENCOURAGES MOTIVATION AND PREVENTS SETTING UNATTAINABLE OBJECTIVES"

RELEVANT

"RELEVANT GOALS ALIGN WITH YOUR OVERALL OBJECTIVES AND CONTRIBUTE TO YOUR LONG-TERM VISION. THEY ENSURE THAT YOUR EFFORTS ARE FOCUSED ON WHAT TRULY MATTER"

TIME-BOUND:

"TIME-BOUND GOALS HAVE A CLEAR DEADLINE OR TIMEFRAME FOR COMPLETION. THIS CREATES A SENSE OF URGENCY AND PREVENTS PROCRASTINATION"

Adapted from the works of Doran, G.T. (1981) There's a SMART Way to Write Management's Goals and Objectives. Journal of Management Review, 70, 35-36.

SMART Goal examples for College Students

Example 1: Improve academic performance

"I will get an B in my upcoming exam in my MATH 104 class."

Specific: I want to improve my performance in my upcoming MATH 104 exam.

Measurable: The measurement for success is an B or above.

Achievable: I achieved a C in my previous exam so I believe I can increase one grade by using resources like tutoring, TA office hours consistently through the semester.

Relevant: The goal of getting a B is relevant because it will help me with making progress to my degree.

Time-bound: My exam is in 3 weeks.

Example 2: Improve My Productivity

"I will improve my productivity using Pomodoro technique and study with maximum focus for 2 hours."

Specific: Study using Pomodoro technique.

Measurable: I will keep an account of how many hours I have been productive using Pomodoro technique.

Achievable: Study regularly and Pomodoro technique is a tool for staying productive in those study periods.

Relevant: Studying better will help me understand the course better and enable better grades.

Time-bound: The goal is to keep this habit for 2 months.

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SMART GOAL WORKSHEET

WINGSPAN:
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WHEN SETTING GOALS, MAKE SURE IT FOLLOWS THE SMART STRUCTURE. USE THE QUESTIONS BELOW TO CREATE YOUR GOALS.

S

SPECIFIC

WHAT DO I WANT TO ACCOMPLISH?

M

MEASURABLE

HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?

A

ACHIEVABLE

HOW CAN THE GOAL BE ACCOMPLISHED?

R

RELEVANT

DOES THIS SEEM WORTHWHILE?

T

TIME BOUND

WHEN CAN I ACCOMPLISH THIS GOAL?

NAME:

I CAN DO THIS!