GOAL SETTING THE SMART WAY!

	The acronym "**SMART**" stands for **Specific, Measurable, Attainable, Relevant** and **Timely. SMART** goals are written from your perspective, using language that is understandable to you.
S	**Specific** With a specific goal you can clearly see what it is you want to achieve. In making your goal specific it is important that you actually write it down. The more specific is your goal, the more realistic is your success, and the shorter is path to it. Ask yourself the questions, "who, what, when, where, how?" *Who is involved?* *What do I want to accomplish?* *When will this occur?* *Where am I going to do this?* *Why do I want to accomplish this goal?*
M	**Measurable** For a goal to be measurable you need a way to measure your progress and some specific criteria that will tell you when you can stop and the goal is achieved. Feeling the progress is very important for you to stay motivated and enjoy the process of achieving the goal. To determine if your goal is measurable ask yourself the questions: *How will I know if I reached my goal?* *How much?* *How many?*
A	**Achievable** An **achievable** goal is a goal for which you see a **realistic** path to attainment, and reasonable odds that you will get there. This does not mean that the lower you aim the more likely you reach success. It is well known that goals that work best have a challenge in them. Ask yourself the questions: *Am I likely to be able to do what it takes to reach my goal?* *Is this a goal that I can reach?* *Is my goal too difficult to be met?* *Are there any barriers to my success? Can I overcome these barriers?* Make sure to identify a goal that is your goal, that is important to you and you can reach it.
R	**Relevant** The more meaningful your goal is to you the more likely you will want to achieve it. Ask yourself the question: *Is this goal meaningful to me?*
T	**Timely** Your goal should have a specific time limit. Ask yourself the questions: *Have I given myself a reasonable amount of time to reach the goal?* *What kind of time frame should be used?*