**Setting S.M.A.R.T. Goals**



Setting smart goals will help you take the necessary steps to getting what you want out of life. Use the following chart to set your next smart goal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S**  SPECIFIC | **M**  MEASURABLE | **A**  ACHIEVABLE | **R**  RELEVANT | **T**  TIME-BOUND |
| Be specific  State what you will do.  Use action words  Answer questions like who, what, when, where, why and which? | How will you evaluate or measure your progress?  What metrics or data will you use to measure? | Is this goal possible to accomplish right now in your life?  Do you have the skills and tools necessary to achieve this goal? | Is this goal relevant to your life?  Will it better your life in some way?  Will it help you reach your larger goals quicker or easier? | What date will this goal be accomplished?  What milestones do you need to meet in order to reach the deadline you have set? |

**My Goal**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S**  SPECIFIC | **M**  MEASURABLE | **A**  ACHIEVABLE | **R**  RELEVANT | **T**  TIME-BOUND |
|  |  |  |  |  |