

Name: _____

Date: _____

S.M.A.R.T. Goals



My major objective or career goal:

<p><u>Education Goals:</u> <i>Example: I hope to transfer to U of L and obtain a Bachelor's Degree.</i></p>	<p><u>Action Steps:</u> <i>Example: Meet with ULtra Counselor about course selection during registration.</i></p>
<p><u>Occupation Goals:</u> <i>Example: Gain employment as a Registered Nurse.</i></p>	<p><u>Action Steps:</u> <i>Example: Visit the CREW Career Center, Talk with HealthCareer Pathways, Develop a resume.</i></p>

Are your goals S.M.A.R.T. goals? My goals are:

- Specific
- Measurable
- Attainable
- Realistic
- Tangible

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Goal Statement:

What do I need to do in order to reach this goal?

Where am I now?

Obstacles:

Example: I really want to gain acceptance into the Nursing program; however I struggle with math and science.

Solutions:

Example: I should visit the Math and Natural Sciences Lab in the VTI Building.

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Adapted from Paul J. Meyer's "Attitude is Everything"

Specific – To set a specific goal, you must be able to answer the 6 “W” questions:

- Who: Who is involved?
- What: What do I want to accomplish?
- When: Establish a time frame.
- Where: Identify a location
- Which: Identify requirements.
- Why: Establish a reason for accomplishing a specific goal.

Measurable – Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal. To determine if your goal is measurable, ask questions such as.....

How much? How many? How will I know when it is accomplished?

Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps.

Realistic- To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Your goal is probably realistic if you truly believe that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

Tangible - A goal is tangible when you can experience it with one of the senses (taste, touch, smell, sight or hearing). When your goal is tangible, or when you tie a tangible goal to an intangible goal, you have a better chance of making it specific and measurable and thus attainable.

Intangible goals are your goals for the internal changes (personality characteristics, behaviors) required to reach more tangible goals. Since intangible goals are vital for improving your effectiveness, give close attention to tangible ways for measuring them.