

Smart Goals

SPECIFIC

Be very clear in what you want to achieve. Consider breaking the goal down into smaller steps.

MEASURABLE

How will you know when you have achieved your goal? What will you be doing at that time? What will others notice you doing? What will be different? What will you have started or be doing regularly? What will you have stopped or be doing less of?

ACHIEVABLE

Ensure your goals are not too high. Don't set yourself up to fail! Consider setting smaller goals on your way to the big one. Celebrate your successes. If you don't achieve what you set out to, then ask what you could do differently, what would make it more likely to succeed next time?

REALISTIC & RESOURCED

Is this achievable with the resources I have? Are there any other resources you need before you can, or to help you, achieve your goal? How can you access these resources? What problems might you have? What can you do to minimise those problems?

TIME LIMITED

Set a reasonable time limit to achieve your goal. 1 week, 1 month, 6 months, 1 year, 5 years? Consider different (smaller) time limits for smaller steps.

