



# SETTING SMART GOALS

A **SMART GOAL** is an acronym used to help you set and accomplish a goal. The acronym stands for **SPECIFIC, MEASURABLE, ACHIEVABLE, RELEVANT, and TIME-BASED**. Use the template below to create a **SMART GOAL** of your own.

## GOAL NAME:

1. **SPECIFIC.** What will this goal accomplish? Define your goal.
  
2. **MEASURABLE.** How will you measure whether or not the goal has been reached?  
Name two ways.
  
3. **ACHIEVABLE.** Is this goal possible? Do you know of others that have done it successfully?  
What knowledge and skills do you have to reach the goal?
  
4. **RELEVANT.** How is this particular goal relevant to you currently or in the future?
  
5. **TIME-BASED.** When will you complete the goal? Is this an appropriate time frame?