



# SETTING SMART GOALS

The SMART framework is a proven strategy for setting goals that are Specific, Measurable, Achievable, Relevant, and Time-bound. Use this document as a guide to create some of yours.

## **S - Specific: Define Your Destination**

**Objective:** Clearly articulate your goal. What achievement/goal are you pursuing? Whether it's acquiring a new skill, launching an initiative, or reaching a personal milestone, getting specific about the details is crucial. A well-defined goal sets the stage for actionable steps toward success.

**Example:** "My goal is to master stronger time management techniques, so that I am able to be more efficient with daily planning and prioritization."

## **M - Measurable: Set the Success Criteria**

**Objective:** Establish how you will measure your progress and success. Setting quantifiable targets allows you to track your journey and adjust your strategies as needed. Define what success looks like in tangible terms.

**Example:** "I will complete a set number of tasks each month, aiming for a minimum of XX tasks."

## **A - Achievable: Assess Your Resources**

**Objective:** Ensure your goal is within reach. Consider the resources, skills, and time you have available. Setting ambitious yet realistic goals helps ensure you stay motivated and on track.

**Example:** "I will employ productivity strategies each morning, ensuring steady progress toward my time management mastery."

## **R - Relevant: Align with Your Ambitions**

**Objective:** Your goal should resonate with your broader aspirations and career path. Check in with yourself to confirm that achieving this goal will advance your overall objectives, ensuring that your effort contributes to your long-term success and fulfillment.

**Example:** "Improving my time management skills will enhance my leadership capabilities, and directly contribute to team efficiency and project success."

## **T - Time-bound: Create a Timeline**

**Objective:** Set a deadline for your goal. A clear timeline adds urgency and focus, motivating you to prioritize and maintain momentum. Establishing a finish line helps in planning and execution.

**Example:** "I aim to achieve time management mastery within two months, tracking my progress through weekly reflections."

