

What would you do if you knew you couldn't fail?

Creating S.M.A.R.T. Goals

From Paul J. Meyer's "Attitude Is Everything."

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. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

| SMART Goals | Goal Needs Work | Goal is Much Better |
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| Goals should be specific . | I want to work with people. | I want to plan social and educational programs for children and adolescents. |
| Goals should be measurable . Have a yardstick for measuring outcomes. | I want to do well in my classes. | I want to earn a 3.00 GPA this year with no grade below B. |
| Goals should be attainable . Draft realistic goals that challenge you | I want to earn my law degree within one year of graduation. | I want to earn my law degree within 3 years of graduation. |
| Goals should be relevant . Make sure each goal is consistent with other goals you have established and fits with your immediate and long-range plans. | I wish to thoroughly review each career listed in the <i>Occupational Outlook Handbook</i> . | I will spend time in the Career Resource Lab researching careers associated with my Communication major. |
| Goals should be time bound . Give yourself time to achieve your goals. | I will graduate. | I will graduate in four years by taking 15 hours a semester |

Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- *Who: Who is involved?
- *What: What do I want to accomplish?
- *Where: Identify a location.
- *When: Establish a time frame.
- *Which: Identify requirements and constraints.
- *Why: Specific reasons, purpose or benefits of accomplishing the goal.

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. 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.

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. Your goal is probably realistic if you truly *believe* that it can be accomplished.

Time Bound - A goal must have a target date. If you desire to make a million dollars, but don't set the timeline for it, it won't be motivating. A deadline too far in the future is too easily put off. A goal that's set too close is not only unrealistic, it's discouraging.

Long Term Goals: long term goals are simply a description of what you want for yourself in the future -- say about 3 to 5 years out. The best way to define them is to give examples: graduate college, get a good job, find a life partner, get rich quick, etc... A goal is not a plan, it's more like a wish list with (hopefully) a basis in reality.

Then set short term goals to reach that plan.

What can I do 6 months from now?

What can I do 6 weeks from now?

What can I do today?