

# SMART Goals

When setting goals, make sure it follows the SMART structure. Use the step-by-step guide and questions below to create your goals.

**Specific**

What do I want to accomplish?

**Measurable**

How will I know when it is accomplished?

**Achievable**

How can the goal be accomplished?

**Relevant**

Why do I care about this goal?

**Time Bound**

When do I hope to complete this goal?

# SMART Goals: Step-by-step guide

## Be Specific

1. What exactly do you want to achieve?
2. Who is involved?
3. Where will it happen?
4. Why do you want to achieve this goal?

## Make It Measurable

1. How will you know when you've achieved your goal?
2. What milestones can you track along the way?

## Ensure It's Achievable

1. Is your goal realistic?
2. Do you have the resources and skill needed?

## Make It Relevant

1. Why is this goal important to you?
2. Does it align with your other goals and values?

## Set A Time Frame

1. When do you want to achieve your goal?
2. What can you do today, in a week, and in a month?