

# Is Your Goal SMART?

SMART goals are statements that establish what results you are working to achieve. These goals help determine the scope of a project or your expected responsibilities.

## ☐ **S — Specific**

Be specific about what you want to do! Consider who, what, when, where, why, and how questions to determine what should be accomplished.

## **M — Measurable**

Collect data to measure progress towards your goal. Set milestones to work towards along the way! Measurements can be both quantitative and qualitative.

## **A — Achievable**

Learn what you can do to make your goal attainable. This may involve developing new skills and adjusting your mindset. Consider what it will take to achieve your goal, like how you will do it or if you have the tools or skillset needed. Stay motivated!

## **R — Relevant**

Focus on something that aligns with your larger goals. If it's not relevant to any broader goals, it may not be worth prioritizing.

## **T — Time-Bound**

Choose a deadline that's achievable but motivating. Setting a time frame creates a sense of urgency, which helps you stay focused and assess what can realistically be accomplished within that period.

### Fill in the blanks!

My goal is \_\_\_\_\_. I will measure my progress by \_\_\_\_\_.

I can achieve this goal by \_\_\_\_\_.

This goal is significant because \_\_\_\_\_,  
and it will be completed by \_\_\_\_\_.



**ERA**