

## SMART Goals: Five Parts of a Goal

<b>S</b>	Specific	What exactly do you want to accomplish? Be specific.
<b>M</b>	Measurable	How can you measure your progress & know if you met your goal?
<b>A</b>	Attainable	Are you able to meet this goal? Do you have the needed skills and support?
<b>R</b>	Relevant	How will meeting your goal impact you? Why is it important to you?
<b>T</b>	Time-Bound	What is the due date of your goal?

## SMART Goals: Five Parts in Detail



Specific	Measurable	Attainable	Relevant	Time-Bound
Make sure your goals are focused and identify a tangible outcome. Without the specifics, your goal runs the risk of being too vague to achieve. Being more specific helps you identify what you want to achieve. You should also identify what resources you are going to leverage to achieve success.	You should have some clear definition of success. This will help you to evaluate achievement and also progress. This component often answers how much or how many and highlights how you'll know you achieved your goal.	Your goal should be challenging, but still reasonable to achieve. Reflecting on this component can reveal any potential barriers that you may need to overcome to realize success. Outline the steps you're planning to take to achieve your goal.	This is about getting real with yourself and ensuring what you're trying to achieve is worthwhile to you. Determining if this is aligned to your values and if it is a priority focus for you. This helps you answer the why.	Every goal needs a target date, something that motivates you to really apply the focus and discipline necessary to achieve it. This answers when. It's important to set a realistic time frame to achieve your goal to ensure you don't get discouraged.

## SMART Goals: Template to Write a Goal

To \_\_\_\_\_ (short, clear goal; **Relevant**),

I will \_\_\_\_\_ (what you want to do regularly;  
**Specific**)

\_\_\_\_\_ (how often: X times in X weeks/months;  
**Measurable**)

by \_\_\_\_\_ (a date; **Time-Bound**).

### Then, reflect:

Is it possible for you to achieve it (**Attainable**)? If not, rewrite one or more parts of your sentence.



### Using Active Listening with CARE to Set Goals



**Connect** and reflect back feelings (Empathy)

**Ask** Open-ended questions (Clarification)

**Respond** with support statement (Validation)

**Examine** your understanding (Summarizing)