**S.M.A.R.T Goals**

After reading the PDFs on Goal Setting and Professional Goals and Personalities in this week’s Reading, write your own S.M.A.R.T. academic/professional goal, discuss why goal setting is important, why they will help you, and how you will achieve them.

Whether you are planning long or short-term goals, you want every goal to be a

SMART one:

**S**pecific,  **M**easurable,  **A**ction-oriented,  **R**ealistic, and Timed

**[S] Specific**

Each goal should be a detailed statement of your desired result. Exactly what is it you wish to accomplish? It is difficult to determine action steps for vague goals and even harder to recognize when they have been achieved.

**[M] Measurable**

Identify the means by which you will achieve each goal. How will you know when you have reached it? There are two types of goals - performance goals and outcome goals. Keep in mind that you will always have more control over performance than you will over outcome so set performance goals whenever possible.

**[A] Action-oriented**

Describe your goals using action verbs. What will you do (step by step) to reach your goal?

**[R] Realistic**

Choose goals that are possible and achievable. Who do you know who has achieved goals similar to yours? Goals set too high will discourage you while goals set too low won't challenge and motivate you.

**[T] Timed**

Determine deadlines for each of your goals. Deadlines can be flexible and adjusted as needed but deadlines that specify time limits help keep you focused and moving.

After reading the PDFs on Goal Setting and Professional Goals and Personalities in this week’s Reading, write your own S.M.A.R.T. goals using the template below, why they will help you, and how you will achieve them.

Name:

My SMART Academic/Career Goal:

|  |
| --- |
| How this goal is specific: |
| How this goal is measurable: |
| How this goal is achievable |
| How this goal is realistic: |
| How this goal is timed: |

Discuss why goal setting is an important part of planning for success.