

SMART GOALS

(Specific, Measurable, Achievable, Realistic, Timely)

SMART GOALS OVERVIEW

- Specific: well defined, clear, and unambiguous
- Measurable: with specific criteria to measure progress towards the accomplishment of the goal
- Achievable: attainable and not impossible to achieve
- Realistic: within reach, realistic, and relevant
- Timely: with a clearly defined timeline, including a starting and a target date

A SMART GOALS ANSWERS THE SIX “W’s”

- What: what do I want to accomplish?
- Why: reasons, purpose or benefits of accomplishing the goal
- Who: who is involved?
- When: clearly established timeframe
- Where: identify location
- Which: identify requirements and constraints

Example of a SMART Goals statement

- To learn the names, needs, and values of each family that I serve by October 2021.
- To attend three education leaders’ webinar between January 2021 and May 2021.
- To set up one-on-one check-ins with each of the staff that I support between May and July 2021, and learn their needs and skills and collaboratively create a SMART professional development goal for each staff.

EFFECTIVE SMART GOALS TIPS

- **Develop a list of five to seven goals** to give you several things to work on.
- **State goals as declarations of intention, not items on a wish list.** "I want to apply to three schools" lacks power. "I will apply to three schools," is intentional and powerful.
- **Be specific.** "To find a job" is too general; "to research five job openings before the end of the month" is better.
- **Attach a date to each goal.** State what you intend to accomplish and by when. Include short-term and long-term goals. You may want a few goals for the year, some for two- or three-month intervals.
- **Write down your goals and put them where you will see them.** Your planner, journal, sticky notes on a computer or at your desk all ensure that you’ll have reminders to review and revise your goals.
- **Try the big three approach.** Start and end each day by looking at your goals and then identify three things you can do that day to put you closer to your goals.
- **Review and revise your goals list.** Experiment with different ways of stating your goals. Goal setting improves with practice, so play around with it.
- **Share your goals with someone who cares if you reach them.** An accountability partner can remind you and support you in achieving your goals.

