

Setting SMART Goals

The SMART plan can help you stick with your goals. Here's what the letters stand for.

Specific

Be specific about your goals. Set goals that address the results you want—they should challenge you but also be within your reach. Try to answer these questions:

What: What do I want to accomplish?

Why: Specific reasons, purpose, or benefits of accomplishing the goal

Who: Who is involved?

Where: Identify a location.

Which: Identify requirements and constraints

Measurable

Your goals should have measurable results so you can monitor your progress and determine when you have accomplished your goals. Try to answer these questions:

How much?

How many?

How will I know when it is accomplished?

Attainable

Are your goals achievable? Feeling that you are making progress is an important motivator. You can always increase your goals when you have achieved your first result. Try to answer these questions:

How can the goal be accomplished?

How realistic is the goal based on other constraints?

Relevant

How does this goal contribute to your organization's purpose or mission? Try to answer these questions:

Does this seem worthwhile?

Is this the right time?

Does this match our other efforts/needs?

Are you the right person?

Time-bound

Set a time frame for your goals. Committing to a deadline can help focus your efforts on your priorities. Try to answer these questions:

When?

What can I do six months from now?

What can I do six weeks from now?

What can I do today?