

# S.M.A.R.T. GOALS

SMART is an acronym that you can use to guide your goal-setting efforts. It can help you clarify exactly what you are trying to achieve, identify how to use your time and resources effectively, and increase the likelihood of reaching your goal.

S

**Specific** - What do you want to achieve? Why is it important to you?  
What specific actions will you take to achieve it?

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M

**Measurable** - How will you know you've reached it?  
How will you track your progress?

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A

**Adaptive** - Is your goal useful and helpful?  
Will it improve your life in some way?

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R

**Realistic** - Is the goal reasonable based on your circumstances, constraints and abilities? Do you have the resources to achieve it?

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T

**Time-framed** - What is the deadline for achieving it? How often will you review progress? How much time do you need to dedicate each day/week/month?

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**NOW WRITE DOWN YOUR GOAL WITH ALL ITS COMPONENTS:**

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