

# SMART Goals Cheat Sheet

Your goals need to reflect your values and you must be passionate about achieving them. By having goals that are energizing and exciting, you are motivated to keep going to achieve your goals.

With the best of intentions, millions of people set goals each New Year, only to realize that they are setting the same goals as last year. This is because many people set and forget goals, and as a result never achieve what they were aiming for. Setting goals is an active process and reviewing progress and adjusting your goals is important for goal success. Things happen that require you to adjust your goals as the need arises. This is why it is important to review your goals periodically.

When formulating SMART Goals, keep these questions in mind:

1. Specific:

- ✓ *What do I want to accomplish?*
- ✓ *Why is this goal important?*
- ✓ *Who is involved?*
- ✓ *Which resources or limits are involved?*

2. Measurable:

- ✓ *How much?*
- ✓ *How many?*
- ✓ *How will I know when it is accomplished?*

3. Achievable:

- ✓ *How can I accomplish this goal?*
- ✓ *How realistic is the goal, based on other constraints, such as financial factors and time?*

4. Relevant:

- ✓ *Does this seem worthwhile?*
- ✓ *Is this the right time?*
- ✓ *Does this match other efforts or needs?*
- ✓ *Is it applicable in my current position or a position I would like to have?*

5. Time-bound:

- ✓ *When?*
- ✓ *What can I do six months from now?*
- ✓ *What can I do six weeks from now?*
- ✓ *What can I do today?*

