

# DEFINE YOUR SMART GOALS

Use this worksheet to help you determine and define your SMART goals. Establishing goals can help keep you focused and motivated when it comes to your classes.

## SPECIFIC

# S

*WHO, WHAT, WHERE, WHEN, WHY, WHICH | Define the goal as much as possible with no ambiguous language. WHO is involved, WHAT do I want to accomplish, WHERE will it be done, WHY am I doing this (reasons, purpose), WHICH constraints / requirements do I have?*

## MEASURABLE

# M

*FROM and TO | Can you track the progress and measure the outcome? How much, how many, how will I know when my goal is accomplished?*

## ATTAINABLE

# A

*HOW | Is the goal reasonable enough to be accomplished? Why? Make sure the goal is not out of reach/below standard performance.*

## RELEVANT

# R

*WORTHWHILE | Is the goal worthwhile and will it meet your needs? Is each goal consistent with other goals you have established and fits with your immediate and long term plans?*

## TIME-BOUND

# T

*WHEN | Your objective should include a time limit. "I will complete this step by month/day/year." It will establish a sense of urgency and prompt you to have better time management.*