

# S.M.A.R.T. Goals

## Slide 1: **Plan SMART**

Goal setting is one of the most important elements in achieving what you want in life. Let's review what you learned about goal setting in your Strategies for Success course.

Use the SMART plan. Goals should be Specific, Measurable, Agreed to with Action, Realistic, and Time Specific. Use this plan and you will surely Hit the Bull's Eye of your desires.

## Slide 2: **Setting Goals**

Setting goals is not a complicated process nor does it take a lot of time. Use the SMART goals setting techniques to help you achieve your targets. Ask yourself, "What is my goal for this course?" Commit to your goal by writing it. Make sure to review your goal throughout the course to make sure you are on track. Now let's review what the letters in SMART mean.

## Slide 3: **Specific**

S: is for Specific. Your goal needs to be specific and detailed. A specific goal has a greater chance of being achieved than a general goal.

- Your goal should not be vague, such as "Get better grades."
- A more specific goal would be "Get an A in Principles of Accounting for the Spring Quarter."

Make sure your goal is precise by answering the following six "W" questions:

Who: Who is involved?

What: What do I want to accomplish?

Where: Identify a location.

When: Establish a time frame.

Which: Identify requirements and constraints.

Why: Specific reasons, purpose or benefits of achieving the goal.



Slide 4: **Measurable**

Next, your goal needs to be measurable. You must be able to quantify your goal. If it is not measurable, how will you know when it has been achieved? In our previous example, "Get an A in Principles of Accounting for the Spring Quarter," the letter grade "A" is measurable.

Slide 5: **Agreed to / Action**

A well written goal must show action. Just as you learned in Strategies for Success, your goal must make you "stretch". Stretching is an action you give yourself permission to do. Always phrase your goal in present tense. Don't say, "I want to." Say, "I will."

Slide 6: **Realistic**

Your goal needs to be realistic. The goal must be something you are willing and able to work towards achieving. You must truly believe that it can be done. Ask yourself, "Do I have the skills and lifestyle to reach my goal for this course?"

Slide 7: **Time Specific**

When do you want to reach your goal? How long will it take? If you attach a time frame for reaching your goals, you will create a sense of urgency. For example: "I will get an A in Principles of Accounting in the Spring quarter." A goal without a deadline is simply a dream.

Slide 8: **Conclusion**

Make sure to set your goals high enough in order to push yourself to reach them. Once you have reached the goal, don't stop there; set another goal to reach that will push you that much further.

**Always write your SMART goals down on paper.** Put them in a place where you will see them and read them every day. A good place to put them is on the wall next to your bed or on the refrigerator. As you read through your goals every day, visualize yourself achieving them.