

No one sets out to achieve a stupid goal but it certainly helps to make SMART goals. Goals are SMART when they are:

Specific, Measured, Action oriented, Realistic & Time sensitive

### SMART GOAL Example

Now write out each goal using the "SMART" process:

(Example: I will take the necessary steps to enroll in Midland College and complete a 3-hr. course in Spanish with at least a "B" average by Dec.)

Make it "Specific" (enroll, complete, Spanish)

How will it be "Measured?" (at least a "B" average)

List the first "Action" you will take toward reaching this goal. (enroll in local Junior College)

Is it "Realistic". (Passing 15 hours with a "B" in every course might NOT be realistic - passing one course is.)

What "Time" frame or limit do you give yourself? (by Dec.)

List some personal or business goals you need to achieve:

- In the next week
  
- In the next month
  
- By the end of the year



SETTING

**SMART**

GOALS

**S**

**M**

**A**

**R**

**T**