



## S-M-A-R-T Goals

When setting goals it is important that there is logic applied to each one. Many people use the SMART goals method in developing their goals. Using SMART goals ensures that you are identifying complete and achievable goals.

I challenge you to make a list of 2-3 goals that you would like to accomplish in the next 90 days. Give it some serious thought so that these are what we call SMART goals.

**S** – Specific (and simple)

**M** – Measurable (how will we know when you've achieved it)

**A** – Action Oriented (what action will you do in achieving this goal)

**R** – Realistic (by your own efforts; goals that you are not dependent on someone else's actions in order to achieve them)

**T** – Time bound (when will you complete it by)

Here are a couple examples:

You might write down:

- Find a copy center job by completing applications at 5 local copy centers by June 1<sup>st</sup>.

Applying the SMART method, define the goal even further:

- Find a copy center job (Specific) by completing applications (Action Oriented) at 5 local copy centers (Measurable by the # of local copy centers) by June 1<sup>st</sup> (Time Bound). Ask yourself, is this Realistic?

You might write down:

- Go grocery shopping on Tuesday morning of each week during summer break while kids are out of school.

Applying the SMART method, define the goal even further:

- Go grocery shopping (Specific & Action) on Tuesday morning of each week (Measurable) during summer break (Time Bound) while kids are out of school. Ask yourself, is this Realistic?

If you have any questions, please don't hesitate to ask. Also, when you put something together, if you would like me to review it, feel free to e-mail it to me.

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