

# SMART GOAL BLUEPRINT

Set Goals the Right Way



**SPECIFIC**



**MEASURABLE**



**ATTAINABLE**



**REALISTIC**



**TIMELY**

# SMART GOAL BLUEPRINT

Set Goals the Right Way

## SPECIFIC

Be specific in your goal. That means asking **Who** will be involved? **What** do you plan on doing? **Where** will it take place? **When** will it start? **Why** are you completing this goal (what are the benefits)? **Which** requirements or restraints are there in achieving your goal?

## MEASURABLE

A goal is measurable if you can determine when you've completed it. **List** completion criteria. **Ask**, how much, how long or how many? **Measure** and **track** progress. Progress encourages perseverance and increases motivation.

## ATTAINABLE

Attainable doesn't mean easy or small. Attainable means you've drawn out the steps and created a plan to achieve your goal. Don't shrink the goal if you lack the skills or knowledge to achieve it. Make a sub-goal to first acquire the skills and knowledge you need. **Stretch** yourself!

## REALISTIC

Goals can be both audacious and realistic. Important: the goal must be something you're willing AND able to do. If it is, **no goal is unrealistic**. If you believe you can, it's a realistic goal. Stretch goals are more likely to be accomplished because with low level goals comes a lower level of motivation. .

## TIMELY

Pick a time frame because dates give us a sense of urgency. Break longer time frames down into smaller chunks and plan what will be done within each period.

## BONUS

Tell someone. Accountability is motivating.