

## Creating a S.M.A.R.T. Goal

*Specific: Who is involved? What exactly do I want to accomplish? Where will it happen? Why will I do it (specific reason, purpose, benefits)?*

*Measurable: How will I know if/when I've achieved the goal?*

*Achievable/Attainable: Maybe a stretch, but within my capabilities if I learn the necessary information, develop the needed skill, or get the required support or assistance.*

*Realistic/Relevant: Am I willing and able to put in time and exert the effort to achieve this? Is it consistent with my highest values and one or more long-term objectives?*

*Time-Bound: When will I accomplish this? What is my deadline?*

*Now, write out your SMART goal, as a positive, "I will" statement:*