



ACT NOW! - Academic and Career Transition Program

S.M.A.R.T. Goals

SPECIFIC – a specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal, you must answer the 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 accomplishing the goal

MEASURABLE – establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

ACHIEVABLE – when you identify goals that are most important to you, you begin to figure out ways that you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals. You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps.

REALISTIC – to be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. Your goal is probably realistic if you truly *believe* that it can be accomplished. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

TIMELY – each goal should have a time frame attached to it; the time frame should be specific enough that it provides motivation for you to achieve your end result, but it should not be so structured that it does not allow for modifications or alterations.