

SMART GOALS

Creating SMART Goals

Goal setting is seen as one of the key ways to achieving personal (or in this case academic) success. Creating a SMART goal, rather than a generic aim, makes you more likely to achieve the goal. This is because of the following four benefits of a SMART goal:

- SMART Goals provide a clear direction
- SMART Goals facilitate planning
- SMART Goals inspire you to take action through a specific action and timeframe
- SMART Goals help you evaluate how successful you have been

When creating a goal, it needs to be SMART: specific, measurable, achievable, relevant and time bound.

Specific – motivation is in the detail

To create a specific goal, answer the following questions:

- What do I want to accomplish?
- Why do I want to achieve this goal?
- Who needs to be involved?
- Where do I need to be?
- Which resources can I access?

Measurable – how far have I come?

Motivation is created by seeing the distance travelled. To achieve a goal you need to be able to measure the distance between you setting a goal and you achieving the goal.

To create a measure goal, answering the following questions:

- How much?
- How many?
- By what percentage?
- What will indicate that I have achieved my goal?

Achievable – is it possible?

Anyone can state any goal “to be a billionaire tomorrow” but how achievable is this? To keep motivated your goal does have to stretch you, but remain as a real possibility.

To create an achievable goal, answering the following questions:

- Is this goal realistic?
- What do I need to achieve this goal?
- What could stop me?
- How can I overcome a problem/barrier?

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Relevant – does the goal fit into the vision?

We only work towards goals that we feel are in line with our vision. This is why random New Year's resolutions fail, because people make throw away goals that have nothing to do with their true vision.

To create a relevant goal, answer the following questions:

- Does the goal link to my vision?
- Does the goal connect with any other goals?
- Is the goal reasonable?
- Is this the right time to set this goal?
- Am I ready to work towards this goal?

Time Bound – meeting deadlines

Humans have a capacity to put something off until the last minute and then take action. This way of last-minute action taking can cause stress, but shows that we are motivated by deadlines. When setting goals, you need the achievement of that goal to be set within a timeframe. But rather the leaving the completion of an action until the final hour, plan the different steps you need to take and give each these steps their own timeframe

To create a time-bound goal, answer the following questions:

- When do I need to achieve this goal by?
- Do any specific task need completing by any particular timeframe?
- What task needs completing first?
- What can I do today?

Take the summary of the above questions for each of the 5 sections and add them to the boxes below to help form your SMART goal

Specific	
Measurable	
Achievable	
Relevant	
Time bound	