

CREATING SMART GOALS

SMART is an acronym for five qualities an effective goal's framework should have. A goal should be specific, measurable, achievable, relevant, and time-bound. The SMART method is one of the most popular and effective tools for creating realistic and achievable goals.

Specific

A specific goal has a much greater chance of success. To set a specific goal, the six "W" questions must be answered:

- ❖ Who- Answer who is involved?
- ❖ What-Answer what do I want to accomplish?
- ❖ Where- Identify a location.
- ❖ When-Establish a time frame.
- ❖ Which- Identify requirements and constraints.
- ❖ Why- Be specific of reasons, purposes, or benefits of accomplishing the goal.

Measurable

Establish concrete criteria for measuring progress toward the attainment of each goal set. To determine if a goal has a tangible measure, ask questions such as:

- ❖ How much?
- ❖ How many?
- ❖ How will I know when it is accomplished?

Achievable/Attainable

Is the goal out of reach? Is the goal possible? Attitudes, abilities, skills, and resources must be available for the goal to be accomplished.

Realistic

Can this goal be achieved? A goal should be challenging but not so difficult that motivation to achieve the goal diminishes.

Timing

The objective should include a time limit or time frame for completion or a deadline. This does not only established a sense of urgency but also promotes better time management.