



START: GOALS



GET S.M.A.R.T.



SPECIFIC

What do you want to do?

Not Specific: I want to get an education.

Specific: I want to earn an Associate Degree in Business.



MEASURABLE

How will you measure your goal progress?

Not Measurable:
I will take some classes.

Measurable:
I will enroll and complete 4 courses each semester.



ACTION-PACKED

How will you make this happen?

Wrong: I will attend class.

Right: I will schedule my time so I can attend 12 hours of class each week and allow myself 10 more hours to study.



REALISTIC

Is your goal doable?

Unrealistic: I will reach this goal in a year or so.

Realistic: I will complete 8 courses each school year.



TIME-BOUND

Can you set a time frame?

No time: I will earn an AA Degree.

Time: I will earn an AA Degree in Marketing in 5 semesters.

If you know what you are aiming at, you can focus on hitting the target. Setting a goal works the same way.

The most helpful goals are **SMART** (Specific, Measurable, Action-Packed, Realistic, & Time-Bound).

This **goal-setting tool** will help you focus on a goal and help you reach it.

Take one of your education or career goals and make it a **SMART** goal:

Your Goal:

Specific:

Measurable:

Action-Packed:

Realistic:

Time-Bound:

“ A GOAL WITHOUT A PLAN IS JUST A WISH. — ANTOINE DE SAINT-EXUPERY ”