

# Make Your Goals **SMARTER**

**S**

SPECIFIC

- What do you want to do?
- Clearly state your goals.

**M**

MEASURABLE

- How will you know when you've reached it?
- What are the outcomes or evidence you will need to know that you have completed your goal?

**A**

ACHIEVABLE

- Is it in your power to accomplish it?
- Is your goal reasonable? Not too ambitious or too easy?

**R**

REALISTIC

- Can you realistically achieve it?
- Why does this matter to you?
- Will achieving this goal get you closer to where you want to be?

**T**

TIME-BOUND

- What is your timeline for accomplishing it?
- Is your deadline appropriate for your ability to achieve your goal?

**E**

EVALUATE

- Review your goals regularly.
- Establish timelines for checking in on your progress before your deadlines.

**R**

REFLECT

- Do you need to adjust your goals?
- Are your goals in line with your overall mission or vision of where you want to end up?