

Setting S.M.A.R.T Goals

S	Specific
M	Measurable
A	Achievable
R	Realistic
T	Timely



Specific

You know what you want to accomplish. Vague goals equal vague results. Goals must be a detailed description of the what, when and how.

Example:

My specific goal is to get qualified for a promotion to a manager's position.



Measurable

Measurable means that you can assess your progress. Goals which cannot be measured cannot be managed. Your goal is measurable if anyone can tell you at the end of the deadline, whether or not you have completed your goal.

Example:

Each month, I will write a report outlining how I've improved my skills and present it to my manager.



Achievable

Your goal must be within your reach in your present situation. Unattainable goals cannot motivate you. Easy goals on the other hand are not challenging enough. Thus, they do not contribute to your growth.

Example:

My boss is aware of this, and together we will create a plan to work on my weaknesses.



Realistic

Goals need to be parallel to your purpose in life. Realistic goals are a sure way to direct your efforts towards attaining something that is concentrated to who you are as a person. Goals are simply instruments to accomplishing one's mission and/or purpose.

Example:

With the weekly reports, my manager will know I'm serious and can see what I've learned.



Timely

Time sensitive goals need to have deadlines. A goal free from time element is susceptible to procrastination.

Example:

I will complete this goal in 12 months.



Example of SMART goal – Getting a Promotion

Specific: My specific goal is to get qualified for a promotion to a manager's position.

Measurable: Each week, I will write a report outlining how I've improved my skills and present it to my manager.

Achievable: My boss is aware of this, and together we will create a plan to work on my weaknesses.

Realistic: With the weekly reports, my manager will know I'm serious and can see what I've learned.

Timely: I will complete this goal in 12 weeks.

This is a clear example of a SMART goal. I really like this one because the person goes the extra mile with the weekly reports to accomplish this goal. Things like this may seem unnecessary but I believe it's impressive.

Important rules for SMART goals

- From these examples of SMART goals, you've seen that your goals [need to be clear](#).
- Using the SMART goal formula will help you think deeper about your goals and come up with an attainable action plan.
- Another important step is to believe that you can achieve these goals and create a plan based on that. Your goals must be realistic to you.
- Also, make sure you write down these goals. If you fail to write it down, you might even fail to accomplish it. Read it everyday so that you are always reminded what your intention is.