



## **ACE Your Goals: Creating S.M.A.R.T. Goals®**

From Paul J. Meyer's "Attitude Is Everything."

### **Specific Measurable Attainable Realistic Timely**

**Specific** - A specific goal has a much greater chance of being accomplished than a general goal.

To set a specific goal you must answer the six "W" questions:

\*Who: Who is involved?

\*What: What do I want to accomplish?

\*Where: Identify a location.

\*When: Establish a time frame.

\*Which: Identify requirements and constraints.

\*Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

**Measurable** - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal. To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

**Attainable** - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps.

**Realistic** - To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be, but be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Your goal is probably realistic if you truly believe that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

**Timely** - Set a timeframe for the goal: for next week, in three months, by graduation. Putting an end point on your goal gives you a clear target to work towards. If you don't set a time, the commitment is too vague. It tends not to happen because you feel you can start at any time. Without a time limit, there's no urgency to start taking action now. Time must be measurable, attainable and realistic.



S.M.A.R.T. Goals Worksheet

Step 1: Be specific. Write down your goal using as few words as necessary. To make sure your goal is specific, make sure to answer these questions:

Who is involved? What do I want to accomplish? Where will I do this? When will I do this?  
How will I do this—what action steps do I need to take? What are my limitations?  
Why do I want to do this? What is motivating me?

My goal is to:

\_\_\_\_\_  
\_\_\_\_\_

Step 2: Establish how you will measure your success. Answer these questions: how will I know I have been successful? How will I know when I have reached my goal?

I will measure my goal by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Step 4: Make your goal attainable & realistic. What additional resources do you need for success?

Items I need to achieve this goal & how I will secure them:

\_\_\_\_\_

How I'll find the time:

\_\_\_\_\_

Things I need to learn more about:

\_\_\_\_\_

People I can talk to for support:

\_\_\_\_\_

Step 5: Make your goal relevant. Why do you want to reach this goal?

\_\_\_\_\_

Step 6: Make your goal timely. Set a deadline.

I will reach my goal by: \_\_\_\_\_

Additional dates and milestones I will aim for:

Date: \_\_\_\_\_ Milestone: \_\_\_\_\_

Date: \_\_\_\_\_ Milestone: \_\_\_\_\_

☺ I will celebrate reaching my goal by:

\_\_\_\_\_