



SMART goal Information Sheet

S - Specific: Goals must clear and well defined.

M - Measurable: It has to be quantifiable so you can track progress. If the goal is metric driven, define and be specific and have specific numbers attached.

A - Attainable: Good goals must be achievable. They have to be challenging but still attainable.

R - Realistic: How much does the goal mean to you and are you willing to sacrifice time and effort? Is the goal realistic and within your reach?

T - Timely/Time Bound: The goal has to have a start and target date (deadline). If you have no target date, then you could lose focus and eventually interest. The goal should be short enough to provide a sense of urgency and interest but long enough to realistically achieve.