

 SMART Tool
SETTING SMART GOALS

When setting goals, make sure they are SMART!

SMART (in this instance) stands for: Specific, Measurable, Achievable, Realistic and Timed.

S	Specific Your goal should be well-defined so that you have clear direction. For example, setting a goal to exercise more is a bit vague. Know exactly what you need to do. Jogging every morning is specific.
M	Measurable Goals are measurable when they you can gauge your progress and track whether you accomplished your goal in the time set. Using the previous example, you could measure how many mornings a week you went jogging.
A	Achievable Set a goal that you have the means to achieve. If you set a goal of jogging ten kilometres each morning right from the outset but you are very unfit, you may set yourself up to fail. Remember it's your goal for yourself, not someone else's goal for you. Make it attainable.
R	Realistic Ensure the goal is within your means by making sure you have the opportunity and resources you need. For example, if you hate jogging, then jogging daily is probably not a realistic goal for you. Walking to improve your fitness might be a more realistic approach.
T	Timed Assign a timeframe to your goal, whether it is short term or long term. Having a deadline can help avoid procrastinating. For example, you may decide to start jogging as of Monday.

Example: I want to start exercising to get fit.

SPECIFIC: I will go for a walk.

MEASURABLE: I will walk every day. How and when will I know that the walking is making me fit? (Will I be able to walk three times around the block without getting breathless in four weeks time?)

ACHIEVABLE: Do I have the time to walk every day?

REALISTIC: Do I even enjoy walking? Can I walk every day when I often have to work late?

TIMELY: What day am I going to start walking?