



SMART GOALS

- A** - Acceptable: What is the minimum action towards this goal?
- I** - Ideal: What is the ideal?
- M** - Middle: What is the middle; a realistic stretch?
- S** - Specific: What exactly is the very first step (strategy) towards making that goal occur?
- M** - Measurable: For what you've listed in "Specific, make sure it's success is measurable/quantifiable. For intangibles such as happiness, peace, etc., try to link those to tangible items, such as "I'll be doing this...that...and with..."
- A** - Achievable: Is the goal (initial step) possible to achieve? This is a yes or no question.
- R** - Reasonable: How reasonable is it that what you're saying you're going to do can be done on time?
- T** - Time oriented: By when exactly will you complete this first step of goal (not entire goal)?

*Example for someone who is **interested in building their profession/career by developing a website:***

A - I will at a minimum explore other people's websites in a similar profession to start getting ideas

I - Ideally would be to actually begin to develop a website

M - Realistically I will explore other people's website in similar profession to start getting ideas and also determine what format (customized or templates) will be best suited for me.

S - to take 40 minutes every day for the next week to devote to developing a website

M - log in the 40 minutes I put in each day on my personal calendar

A - yes, I have the right "equipment/resources/supports" to make this initial step occur

R - very, reasonable, will get up early before day starts or put in 40 mins at end of day

T - today, I will schedule 40 minutes into my day to allocate to website development

*Example for someone who **would like to feel more energetic and alert:***

A - I will be physically active at least 2x a week and get a minimum of 7 hours of sleep six nights per week

I - Ideally be physically active 4x a week and get 8 hours of sleep six nights per week

M - Realistically, I will be physically active 3x a week and get 7 hours 5 nights of the week

S - to schedule and set aside time on calendar to be physically active as well as nights to get to bed early

M - log in physical activity as well as sleep

A - yes, I have resources for physical activity and proper nights rest

R - very reasonable, no other commitments that will conflict with this goal

T - tomorrow, I will take the time to schedule accordingly