

## SMART GOALS

Adapted from Smart Goals, *Learning Skills Program*. Retrieved October 7, 2003, from <http://www.coun.uvic.ca/learn/program/hndouts/smartgoals.html>

<http://www.topachievement.com/smart.html>

- S pecific** Provide enough detail to rule out all confusion or indecision. When the time comes, you will know exactly what you should do (e.g. read pp. 10-25 in biology textbook).
- M easurable** Observable behaviour should show that the goal has been achieved. There should be measurable evidence of completion.  
Example: "Read a chapter" does not tell you whether or not the goal has been attained. "Read a chapter and write a one-page summary in your own words" provides that evidence.
- A cceptable** Your goal should suit you, not someone else. It should be established with regard for your own strengths and weaknesses.
- R ealistic** One success leads to another. Set goals that are within your reach. It is better to start with small goals and gradually raise the bar in terms of difficulty and effort.
- T ime frame** Establish a specific schedule for working on your goals. Example: 4:00 to 5:00 p.m. or during each meeting.