

Attainable Cont.

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. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

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.

To determine if your goal is **realistic**, ask yourself *what conditions would have to exist to accomplish this goal*. Note: When you think of conditions, think of your mindset.

EXAMPLE: ... *Accomplishing this goal will give me some experience in writing since I am an upcoming author.*

Your goal is probably realistic if you truly believe that it can be accomplished.

Time-sensitive

A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. "Someday" won't work. Anchor your goal within a timeframe, to set your unconscious mind into motion to begin working on the goal.

Below is an example of the complete SMART goal with all the components.

EXAMPLE: A general goal would be, "Writing a book." But a specific goal would say, "*Beginning June 1, 2011 I will start writing a fictional book about a young college romance that is at least 200 pages in length and finish it by December 31, 2011. Accomplishing this goal will give me some experience in writing since I am an upcoming author. To ensure success I'll commit myself to writing at least 2 pages Monday through Friday until I reach completion.*"

T can also stand for **Tangible** - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.

S.M.A.R.T Goal Guidelines



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Writing SMART Goals

A S.M.A.R.T. goal is defined as one that is specific, measurable, achievable, realistic/relevant, and time-sensitive.

Below is a definition of each of the S.M.A.R.T. goal criteria.

Your goals will be evaluated based on the following criteria:

Specific: The goal answers what, when and why.

Measurable: The goal answers how much, how many, or how will I know when it is accomplished.

Attainable: The goal identifies the requirements to make it happen and constraints that may keep you from attaining the goal.

Realistic: The goal addresses conditions that would have to exist to accomplish this goal.

Time-sensitive: The goal has a start and end date.

Specific

Goals should be simplistically written and clearly define what you are going to do.

To set a specific goal you must answer at least three of the five "W" questions. The three most used are bolded below:

Who: Who is involved?

What: What do I want to accomplish?

Where: Identify a location.

When: Establish a time frame.

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

Use as many of the five "W" questions as you can when your goal allows it.

EXAMPLE: A general goal would be, "Writing a book." But a specific goal would say, "*Beginning June 1, 2011 I will start writing a fictional book about a young college romance and finish it by December 31, 2011. Accomplishing this goal will give me some experience in writing since I am an upcoming author.*"

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.

Measurable Cont.

To determine if your goal is **measurable**, ask questions such as.....*How much? How many? How will I know when it is accomplished?*

EXAMPLE: ... *that is at least 200 pages in length and finish it by December 31, 2011.*

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 begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

To determine if your goal is **attainable**, identify the requirements to make it happen and constraints that may keep you from attaining the goal.

EXAMPLE: ... *To ensure success I'll commit myself to writing at least 2 pages Monday through Friday until I reach completion.*"