

A Brief Guide to SMART Goal Setting

A SMART goal is a goal that is specific, measurable, attainable, relevant and time based. In other words, a goal that is very clear and easily understood.

A Note from Your FG Coach...

When you are setting goals for yourself, it is important to create goals with a plan that fits your personality and style. The *goal* is to meet your goals! It is not to meet the goals that are set by others, in their own style and timelines. Only you can decide what is best for you; however, input from others can be invaluable, but only if you take it as a suggestion to help you form your own plan. Goals are easier to attain if you write them down, which makes them real and tell someone close to you what they are, which helps you stick to it. **Good luck!**

SPECIFIC

The goal must clearly state **what** is to be achieved, by **whom**, **where** and **when** it is to be achieved. Sometimes it may even state **why** that goal is important.

MEASURABLE

Measurability applies to both the end result and the milestones along the way to attaining a goal. It answers the question of quantity – how much, how often, how many? The milestones are signs along the way that will tell you that you are on the right track to achieving your goal.

ATTAINABLE

You should ensure that the goals you set are achievable. Firstly, you must believe that you can manage to do what you are setting out to do. If you set goals that are unbelievable even to yourself it is very unlikely you will achieve them. Develop a vision of yourself working toward your goals? How will you do it?

RELEVANT

Your goals must be relevant to what you want to achieve in the short term and the long term. Understanding your personal vision, mission and purpose is critical in this respect. What do you want your life to be like?

TIME-BASED

This sometimes overlaps with the goal being Specific, but it aims to ensure that you put a time-frame to your goals. It has been said that a goal is a dream with a time-frame to it. Simply deciding by when you want to achieve something can be a good motivator.