

USE YOUR TIME PRODUCTIVELY. SET

SMART GOALS

Setting goals that are specific, measurable, achievable, realistic, and time-bound will help you clarify your ideas, focus your efforts, use your time and resources productively, and increase your chances of achieving what you want in life.

S **SPECIFIC**
What specific actions will I take?

M **MEASURABLE**
How will I know when I have accomplished my goal?

A **ACHIEVABLE**
Is this goal something that can actually be done?

R **REALISTIC**
Given my strengths and weaknesses, is this goal realistic?

T **TIME-BOUND**
When do I need to have this done?

Quiz: Which goals are SMART goals?

1. I will enter all my major assignments into my planner/calendar within the first two weeks of class.
2. I am going to study harder and truly try to be a better student.
3. I will keep on top of my assignments this year and turn them in early.
4. I will meet with a tutor for intro Chem once a week for the semester.
5. I will find a job the first week of class so I have some extra money.
6. I will apply for a minimum of two campus positions posted on Handshake every week until I am offered a position.
7. I will spend more time studying and less time socializing from now on.

1 SMART, 2 Not specific, measurable, or timely, 3 Not specific, probably not realistic, 4 SMART, 5 Not specific, may not be achievable, 6 SMART, 7 Not measurable, may not be realistic, not timely

Now it's your turn! Set some goals that you would like to achieve this semester and evaluate them using the SMART framework.