

WHAT ARE SMART GOALS?

SMART goals open the door of the success just because they are specific, measurable, attainable, relevant and time-based. These are the elements you need in order to make your goals truly achievable!

S – SPECIFIC (STRETCHING, SIGNIFICANT, SENSIBLE)

A specific goal answers questions such as:

- What exactly do I want to achieve?
- Where?
- How?
- When?
- With whom?
- Why?

Your goals must be clear to everyone involved with them. You should be as much specific as you can when defining your objectives.



M – MEASURABLE (MEANINGFUL, MOTIVATIONAL)

A measurable goal should relate to questions such as:

- How many?
- How much?
- How will you know when the objective is accomplished?

Measurable goals mean that you express them in a numeric or descriptive aspect that defines quality, quantity, cost, etc. Measurable goals allow you track your progress.

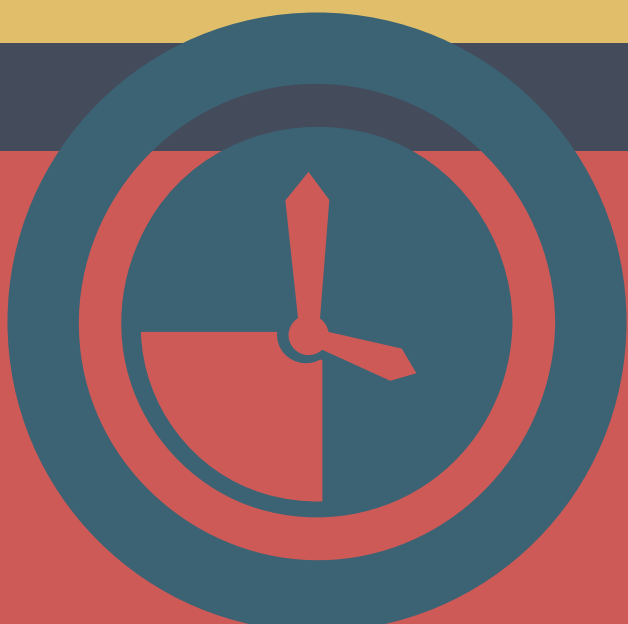


R – RELEVANT (REWARDING, RESULTS-ORIENTED, REALISTIC)

Questions you should know the answer:

- Does the goal match your needs?
- Does it fit your other needs?
- Are you the right person to reach this goal?

A relevant goal means you have to be sure that the goal is important to you, and that it also aligns with other relevant goals.



T – TIME-BOUND (TIME-BASED, TIMELY, TANGIBLE, TRACKABLE)

A time-bound goal should answer questions such as:

- What is the target date for completion?
- Do you have enough time to achieve the goal?

Deadlines are what makes you switch to action. So, set deadlines for your goals. Keep the timeline flexible and realistic.