

SMART GOAL SETTING

What makes a goal a 'good' goal? How do we actually achieve a goal once we've identified it? Making sure that your goals are SMART can set you up for success.

SMART Goals	Which means...
Specific	<input checked="" type="checkbox"/> Clearly defined or identified
Measurable	<input checked="" type="checkbox"/> You will know you've met your goal when you've achieved a specific outcome
Action-Oriented and Achievable	<input checked="" type="checkbox"/> Require advocacy on your part <input checked="" type="checkbox"/> Realistic: they challenge you, but the plan you map out and the goal itself are possible given your time, energy, and other commitments
Relevant	<input checked="" type="checkbox"/> Relate to your priorities
Time-bound	<input checked="" type="checkbox"/> Specific start and end dates

STEP 1: SET YOUR GOALS. Identify one to three goals you hope to accomplish in the semester. At least one of these goals should relate to academics.

1. _____
2. _____
3. _____

➔ Is each goal SMART? Check: Specific Measurable Action-Oriented and Achievable Relevant Time-bound

STEP 2: MAKE AN ACTION PLAN. Break your academic goal into small steps that will help you work toward your larger, main goal. Remember: each step must be measurable and action-oriented/achievable.

STEP	Time Allocated/Needed	Deadline

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STEP 3: PLANNING AHEAD. For each step you listed, think about any resources or support you might need. Do you have these resources? If not, what will you do to obtain or access each? What potential obstacles might arise? How will you overcome each obstacle?

What resource(s) do I need/What obstacles have I identified?	What do I need to obtain or access the resource/to overcome the obstacle?	Who can help/support me?

STEP 4: VISUALIZE YOUR SUCCESS. How will you know you have achieved your goal? What will it look and feel like?

Adapted from Academic Coaching & Success, College of Engineering and Applied Science, CU-Boulder

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