

# College of Liberal Arts Professional Mentoring Program

## SMART GOAL Worksheet

**Mentee name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Developing sound goals is critical to achieving success.

A SMART goal is defined as a goal that is specific, measurable, achievable, realistic and time-bound. Below is a definition of the criteria:

**Specific:** Goals should be simply written and clearly define what you are going to do. Specific is the what, why, and how of the SMART model.

**Measurable:** Goals should be measurable so that you have tangible evidence that you accomplished the goal. Usually, the entire goal statement is a measure for the completion of the goal, but there are several short-term or smaller measurements built in along the way.

**Achievable:** The goal should be achievable; it should stretch you slightly so you feel challenged but also be defined well enough that you can achieve it. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal. Achievable goals are motivating. Impossible goals can be demotivating.

**Realistic:** The goal should be something you can realistically accomplish within the given timeframe.

**Time-bound:** Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

GOAL: \_\_\_\_\_

<b>S</b>	Specific	What do I want to accomplish? Why do I want to accomplish this? What are the requirements? What are the constraints?	
<b>M</b>	Measurable	How will I measure my progress? How will I know when the goal is accomplished?	
<b>A</b>	Achievable	How can the goal be accomplished? What are the logical steps I should take?	
<b>R</b>	Realistic	Is this a worthwhile goal? Is this the right time? Do I have the necessary resources to accomplish this goal? Is this goal in line with my long term objectives?	
<b>T</b>	Time-Bound	How long will it take to accomplish this goal? When is the completion of the goal due? When am I going to work on this goal?	