










What are SMART(er) Goals?

Setting Goals to Be Successful

You cannot manage time—it's all about managing what YOU do with the time you have! The first step to do this correctly is to set goals- both long and short term- to see what you need to accomplish, and why. Are you planning on applying to medical school? Or do you want to finish the term on the Dean's List? Knowing what you want to have accomplished in the long term will help drive your focus and determination in the short term.

Short Term goals need to be as detailed as possible. One way to do this is to follow the SMARTer goals criteria.

	Which means...	Mistakes we Make
S  SPECIFIC	Answer the 5 W's – Who, what, when, where and why. What exactly do you want to accomplish?	Making goals that are too vague... make sure you can answer all 5 W's!
M  MEASURABLE	How will you measure your achievement? Answer "how much" and "how many". How will you know you completed your goal? You need to have indicators along the way to show you that you are making progress.	You don't know when you have actually achieved your goal. A final goal still needs many mini-goals to monitor your progress and keep you on track.
A  ATTAINABLE	Can your goal actually be accomplished? Do you have the attitude and skills to actually reach your goal? Is it a realistic goal to have?	Making a goal that is too out-of-reach for your capabilities and is out of your control or influence... for example, saying you will land on the moon next year!
R  REALISTIC	Is your goal relevant and realistic to the overall task at hand? Is it worthwhile? Feasible?	Making a goal that doesn't fit ... e.g. making the World's #1 Pizza is a good goal, but it doesn't help get you into medical school...
T  TIMELY	What is your timeframe of completion? Do you have a target date? This helps create a sense of urgency to your task.	Underestimating completion time; giving yourself short deadlines may drive you harder, but may also discourage you!
E  ENTHUSIASM	Approach your goal with a positive attitude and energy. Take the time to evaluate your progress!	"I can't do this"... "This is impossible" ... "I don't want to do this"...
R  REWARD	Reward yourself for every milestone you reach in the process of accomplishing your goal.	Not giving yourself a pat on the back for the small steps along the way!

