SETTING SMART GOALS

SPECIFIC
A specific goal has a much higher chance of success.

TIP
Define the goal as much as possible and use clear language. What do you want to accomplish? What is involved and what will be the outcome?

MEASURABLE
Break down your goal into smaller steps so you focus on completing one step at a time.

TIP
Decide the steps you need to take to achieve your goal. How will you know you have achieved it? This will help you to track your progress.

ACHIEVABLE
Your goal must be important for you and must be something you can achieve.

TIP
Make sure your goal is not out of reach for you. Your goals should challenge you, but should not be unachievable.

RELEVANT
Why are you setting this goal? Does it support your other goals?

TIP
Goals should be relevant to the direction you want to go and should reflect your passions and skills. This will help with your motivation so you can stay on track.

TIMELY
Give yourself realistic and flexible timelines to complete the steps you need to take to achieve your goals.

TIP
Prioritise each step in your goal and set a time line to complete that step. See the Action Plan handout on the AHEAD website.

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