



## What is SMART Goal?

Your goal should be	Some guidance	Questions to think about
<b>Specific</b>	Create learning goals and action plans that are specific and clear. Make them detailed enough to clearly define what you are trying to achieve.	<ul style="list-style-type: none"> <li>• What do I want to achieve?</li> <li>• What specific knowledge or skill do I need?</li> </ul>
<b>Measurable</b>	Establish tangible criteria so that you will know when you have achieved each goal and action plan strategy.	<ul style="list-style-type: none"> <li>• How much?</li> <li>• How often?</li> <li>• How many?</li> <li>• How do I know that I have accomplished the goal?</li> </ul>
<b>Attainable</b>	Make sure the goals and action items you set are attainable and reasonable, including the cost and time required to complete each action item. Consider whether the goal and associated action plan is substantial enough to meet your learning requirements.	<ul style="list-style-type: none"> <li>• Is it attainable?</li> <li>• What can I do to make it realistic?</li> <li>• Have I selected the right strategies to help me achieve my goals?</li> </ul>
<b>Relevant</b>	goal should reasonable, realistic, resourced, results-based. Ensure that your goal matters to you, and that it also aligns with other relevant goals.	<ul style="list-style-type: none"> <li>• Does this seem worthwhile?</li> <li>• Is this the right time?</li> <li>• Does this match our other efforts/needs?</li> <li>• Is it applicable within my current environment?</li> </ul>
<b>Time-based</b>	Simply deciding when you want to achieve something can be a good motivator. Time must be measurable, attainable and realistic	<ul style="list-style-type: none"> <li>• When will I achieve this?</li> <li>• Have I chosen a realistic deadlines to achieve my goals?</li> </ul>

# MY PLAN

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It is very important to know what YOU want to achieve and from there we create your action plan to achieve it. Be sure to write your goals with **SMART** acronym in mind, otherwise it will be difficult to achieve it

Specific

Measurable

Attainable

Relevant

Time-based

1

GOAL

This is what I will do about it

2

GOAL

This is what I will do about it

3

GOAL

This is what I will do about it