

Create your SMART Goals

A pioneer in goal setting theory, Edwin A. Locke, identified that working toward a goal provides internal motivation to reach that goal. Setting goals for yourself:

- ✓ Focuses your sights on something you want to attain.
- ✓ Deals with the why, when, and how of our lives.
- ✓ Turns your daydreams and fantasies into reality.
- ✓ Allows you to prioritize the detailed steps needed to reach your dreams.
- ✓ Helps break down overwhelming larger tasks into smaller manageable tasks.
- ✓ Helps to manage your time more efficiently.
- ✓ Leads to a sense of accomplishment and self-fulfillment.

Short, Medium, and Long Term Goals

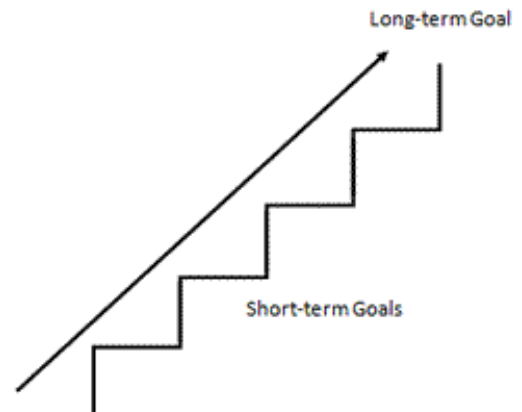
Every goal is made up of a number of steps. A short-term goal is a goal that is designed to be completed in a short period of time. Typically, short term goals span a few hours or days or even a week or two. Medium term goals span longer periods of time and can take up to six months to complete. Long term goals will take even longer and will be made up of short and medium goals.

All of these goal types are important! As you set and reach short term goals, you can see your progress and will be more motivated to reach your long-term goals. When you set long-term goals, you have something to motivate you and give you a sense of purpose.

Enabling Goals

Often you need to set short term goals to help reaching your medium or long term goals more manageable. These are called enabling goals because they enable you to reach your bigger goal.

Consider that you should set goals about once every two weeks to meet your longer term goal. You need to be sure that your short term goals are attainable and can be measured in a meaningful way. Once you decide on a short term goal, you should determine obstacles to obtaining this goal. Simply identifying possible obstacles will help you to avoid them when you come upon them.



Don't forget to reward yourself when you have achieved a goal! That gives you something to look forward to and extra incentive to complete. Use something you enjoy doing rather than material objects. This way you can reward yourself as often as necessary, and you have a specified block of time devoted to your reward.

Goal Setting is an Essential Skill

One of KPU's Essential Skills is the ability to set goals and priorities in work and personal life. So, how can you plan to manage time, money and other resources to achieve goals so you can take responsibility for your own actions and decisions? Let's get started!

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To do this most effectively you will need to set goals for yourself that are:

Specific: Your goal will clearly define what you are going to accomplish. You will ask and answer the **What** and **Why** of your goal.

Measurable: You will identify criteria for measuring progress toward the attainment of each goal you set. This will be the definition of **How** you will attain your goal.

- How will you know when the result that you want has been achieved?
- How will you verify your achievement/performance of this goal?

Attainable: Is it possible for you to achieve your desired goal? Can you see a path to your accomplishment? You are the **Who** in this goal setting process. It is your positive attitude that will allow you to draw on your current strengths and develop new ones as you meet your goal.

Relevant: Realistic goals must represent an objective toward which you are willing to work and which are relevant to you. You need to identify **Where** this goal will take you. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. Just be sure that each of your goals represents substantial progress.

Time Bound: You need to create a sense of personal urgency by setting times for each step along the way. Knowing **When** you have to accomplish a task keeps you on track and accountable. What needs to be done by when? Be timely!

Set a S.M.A.R.T. Goal Now!

Pick a general goal that you have and make it a SMART one.

SMART Goals



Specific	
Measurable	
Attainable	
Relevant	
Time-bound	

References: Doran, G.T. (1981) There's a S.M.A.R.T. way to write management's goals and objectives. *Management Review (AMA FORUM)* 70 (11): 35–36.

Locke, E. A. (1968) Toward a theory of task motivation and incentives. *Organizational Behavior and Human Performance* 3 (2): 157.