

# LEARNING TOOLS

## SMART GOALS

### S.M.A.R.T. Goals

#### Specific

- What exactly do you want to achieve, in as much detail as possible.
- Define:

#### Measurable

- How will you know when you have reached your goal and how successful you were? Make this a quantifiable value (assign a number to it.)
- Define:

#### Achievable

- List the resources needed and if or how you can obtain them. (Don't forget time is a resource!)
- Define:

#### Realistic & Relevant

- What change are you hoping to affect by reaching your goal. What outcome should result from you reaching your goal and if it is not clear how does reaching your goal help affect that change?
- Define:

#### Timed

- When will each step be completed? Break the overall goal into mini steps and assign a due date to each step.
- Define: