

School: College of Arts and Science

Course: HN330

Unit 7 Reading

S.M.A.R.T. Goal Setting Why Set Goals?

Studies have shown that people who set goals for themselves are more likely to:

- Suffer less stress and anxiety
- Concentrate and remember better
- Demonstrate greater self-confidence
- Perform better and achieve more
- Be happier and more satisfied

Goals in Terms of Time

Most people have dreams and goals for each aspect of their life. We can have personal, educational, professional, and community service goals. Some goals can be achieved in a month, while others take several years to accomplish. The length of time to achieve your goals can be thought of in terms of short-term, intermediate, and long-term.

- **Short-term** goals are those that can be achieved in a relatively brief period of time—1 year or less.
- **Intermediate-term** goals can be achieved in 1-5 years.
- **Long-term goals** take at least 5+ years to accomplish.

S.M.A.R.T Goals

How can you get where you're going without knowing where you want to go or how to get there? That would be like getting into your car and driving with no destination. In order to learn, grow, and change we need to set goals for ourselves. Additionally, it is important that our goals are realistic enough for us to achieve them.

Whether you are planning long or short-term goals, you want every goal to

be a SMART one: **Specific, Measurable, Action-oriented, Realistic, and Timed.**

[S] Specific. Each goal should be a detailed statement of your desired result.

Exactly what is it you wish to accomplish? It is difficult to determine action steps for vague goals and even harder to recognize when they have been achieved.

[M] Measurable. Identify the means by which you will achieve each goal. How will you know when you have reached it? There are two types of goals – performance goals and outcome goals. Keep in mind that you will always have more control over performance than you will over outcome so set performance goals whenever possible.

[A] Action-oriented. Describe your goals using action verbs. What will you do (step-by-step) to reach your goal?

[R] Realistic. Choose goals that are possible and achievable. Who do you know who has achieved goals similar to yours? Goals set too high will discourage you while goals set too low won't challenge and motivate you.

[T] Timed. Determine deadlines for each of your goals. Deadlines can be flexible and adjusted as needed but deadlines that specify time limits help keep you focused and moving.

Additional Tips for Setting Goals

- Make your goals as specific as possible. Avoid vague and general language.
- Making goals specific helps you focus on what you need to do to achieve them.
- Make your goals measurable. How will you know when you have reached your goal?
- Set deadlines. When do you want to achieve this goal? Decide when you will start the task and decide when you will finish.
- Have a variety of goals. It's important not to channel your efforts toward only one goal or one type of goal. The idea is to achieve balance of personal, educational, professional, community service, short-term, intermediate, and long-term goals.
- Make your goals your own. Having others set goals for you, even well-meaning people like your parents, spouse, or friends, means your goals are not truly your own. Making your own goals means you will be fully committed to achieving them!