

GOAL SETTING TIPS - SMART

S is for Specific

- Your goals should be specific and precise rather than generic.
- You should state exactly what you want to achieve or change.
- An example of a generic and weak goal would be
 - I want to be a better public speaker.
- An example of a SMART goal would be
 - I will attend a training course on presenting to help me improve my public speaking skills, as I lack confidence in this area, and it's holding me back.

M is for Measurable

- Having a quantifiable goal will make it easier to track and achieve.
- For example, I will compare three different courses for content and price. I will enrol on my chosen course within one month.

A is for Achievable

- Your goals must be realistic and attainable.
- Ask yourself whether you can achieve them in a certain timeframe.
- For example, I have got the funds available to pay for the course. I also currently work part time, so I have enough time to study.

R is for Relevant

- Your goals should relate to your overall aims and longer-term ambitions.
- For example, a lack of confidence in public speaking is one of my weaknesses, and I feel it is holding me back in my career and personal life.

T is for Time-bound

- Set realistic timescales to achieve your outcomes.
- Ask yourself when you want to achieve your goals by.
- Split your goals into short term, medium term and long term.
- For example, I will complete my course within the next three months. I will also evaluate whether it has improved my public speaking skills.