**S.M.A.R.T. Goal Setting**

**S**pecific The goal should identify a specific action or event that

will take place.

**M**easurable The goal and its benefits should be quantifiable

**A**chievable The goal should be attainable given available resources

**R**ealistic The goal should require you to stretch some, but allow

likelihood of success

**T**imely The goal should state the time in which it will be

Accomplished

Here are some tips that can help you set effective goals:

1. Develop several goals. A list of five to seven items gives you several things to work on over a period of time.
2. State goals as declarations of intention, not items on a wish list. “I want to apply to three schools” lacks power. “I will apply to three schools,” is intentional and powerful.
3. Attach a date to each goal. State what actions you intend to accomplish and by when. A good list should include some short-term goals and some long-term goals. You may want to set a few goals that take only a few days or a few weeks to accomplish and a few that may take the entire semester.
4. Be specific. “To find a job” is too general; “to find and research five job openings before the end of the month” is better. Sometimes a more general goal can become the long-term aim, and you can identify some more specific goals to take you there.
5. Share your goals with someone who cares about you. Sharing your intentions with your parents, your best friend, a mentor, or your teacher will help ensure success.
6. Write down your goals and put them where you can see them. The more often you read your list, the more results you get.
7. Review and revise your list. Experiment with different ways of stating your goals. Goal setting improves with practice, so play around with it.