

# Achieving Your Goals

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*Suggested timeframe of completion: January 1-April 1*

## STEP 1

Everybody has dreams, or at least a vision, for where they see themselves in the future. The first step to making your dream a reality is to clarify what you want to accomplish. That's where SMART goals come in.

### S SPECIFIC

What will this goal accomplish? How & why will it be accomplished?

### M MEASURABLE

What will this goal accomplish? How & why will it be accomplished?

### A ATTAINABLE

What will this goal accomplish? How & why will it be accomplished?

### R RESULT-FOCUSED

What will this goal accomplish? How & why will it be accomplished?

### T TIME-BOUND

What will this goal accomplish? How & why will it be accomplished?

**Take a moment to turn your vision for your future into a SMART goal. Use the samples to help guide your work.**

[SMART Goal Samples](#)

## STEP 2

**What is your dream/vision for your future?**

**Specific.**

*What will this goal accomplish? How and why will it be accomplished?*

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## **Measurable.**

*How will you measure whether or not the goal has been reached? List at least two indicators.*

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## **Achievable.**

*Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities and resources to accomplish your goal?*

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## **Results-focused.**

*What is the reason, purpose, benefit of accomplishing the goal? What is the result (not activities leading up to the result) of the goal?*

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## **Time-bound.**

*What is the established completion date and does the completion date create a sense of urgency?*

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## **Restate your goal in one to two complete sentences.**

## **Mark As Complete**

No