

## SMART GOALS:

SPECIFIC. MEASURABLE. ATTAINABLE. RELEVANT. TIME-BOUND

### WHAT IS A SMART GOAL?

**SPECIFIC:** When setting a goal, be detailed about what clear outcome you want to accomplish.

**MEASURABLE:** Measurable goals means that you identify exactly what it is you will see, hear and feel when you reach your goal.

**ATTAINABLE:** This focuses on how important a goal is to you and what you can do to make it achievable. This may require developing new skills and changing attitudes.

**RELEVANT:** This step is about ensuring that your goal matters to you, while also remaining consistent with your long-term plans.

**TIME-BOUND:** Anyone can set goals, but if it lacks realistic timing, chances are you're not going to succeed. Providing a target date for deliverables is imperative.

**PART ONE:** What are your goals while you are here at OU? List three specific goals you have. (These can be academic, career, or personal.)

- 1.
- 2.
- 3.

**PART TWO:** Pick one goal from above and break it into smaller steps. Remember: these should be specific, measurable and attainable steps.

STEPS TO TAKE TO REACH YOUR GOAL	TIME NEEDED	DEADLINE
1.		
2.		
3.		
4.		

**PART THREE:** Time to reflect! Picture achieving your goal—what will that look or feel like? How will you know when it's complete? Now, think of an obstacle to achieving your goal. What could you encounter that would prevent you from reaching your goal?

I'll know I achieved my goals when...	A thing that could get in my way is...
1.	1.
2.	2.
3.	3.

**PART FOUR:** Your **WHY** informs your **HOW**. If you don't know WHY you have set your goals, you could be unmotivated and unclear about how to reach them on your OU Journey. Explain **WHY** you have selected the goals you have:

Goal	Why?

**PART FIVE:** Lastly, your **WHO** informs your **WHY**. Identify two resources (people, places, or services) that could help you achieve your goal and explain how these resources can support you:

1. 2.

**HAVE  
ADDITIONAL  
QUESTIONS?**

**COME SEE A  
UC ADVISOR!**  
WALK-IN HOURS  
WAGNER HALL ROOM 100  
MONDAY - FRIDAY  
8AM-11:30AM & 1PM-4:00PM