

# Effective Goal Setting: Be SMART

The SMART approach is a simple yet effective technique to use when documenting your goals. This approach allows you to create a meaningful list of measurable goals, professional and personal.

<b>Specific</b>	<p>Keep your goals as specific as possible.</p> <p>Break large goals down into a series of smaller milestones that will allow you to feel a sense of accomplishment each time you are one step closer to achieving the final goal.</p>
<b>Measurable</b>	<p>Can the achievement of your goal be measured?</p> <p>Is there a measurable end result to bring closure?</p> <p>At the end of the day, can you answer the question “Did I achieve this goal?”</p>
<b>Achievable</b>	<p>Your goal should be a challenge that requires discipline, but it shouldn’t require you to neglect other important areas of your life.</p>
<b>Realistic</b>	<p>People have different starting points as it relates to their skill sets, abilities, commitments, time availability and life experiences. Know your starting point in relation to the end goal.</p> <p>Set your goals based on your current reality.</p>
<b>Timeframe</b>	<p>Identify the desired time-frame for each of your goals.</p> <p>Goals without pre-determined time frames have the potential to turn into perpetual failures.</p> <p>By setting a time frame for each goal, you are more likely to achieve each one.</p>