

Set a SMART goal

Step one: write your goal

Write down a personal or professional goal.

Step two: check your goal is SMART

Use the checklist below to check your goal is SMART.

Is your goal...?	Description	Yes / No
Specific	The goal specifies the action you will take. A non-specific goal is: "I will apply for more jobs." A specific goal is: "For the next month, I will apply for at least five jobs per week."	
Meaningful	The goal is based on your values. It is personally meaningful to you.	
Adaptive	The goal is open to change in the future. You could consider adding milestones into your goal as points to review how you would like to change your goal.	

	For example: “For the next month, I will apply for at least five jobs per week. After one month, I will review this goal and choose to either increase my number of applications or keep it the same.”	
Realistic	Your goal is achievable for where you’re at now. It takes into account your health, competing demands on your time, financial status and whether you currently have the skills to achieve it.	
Time-bound	The goal has a start and stop date. For example: “Starting from today, I will apply for at least five jobs per week until the 31 st of this month.”	

Step three: write your goal again

If you need to, rewrite your goal so it’s SMARTer.