Chapter 5

Activity 5-1 SMART Goals

**Directions:** Complete the following goal-setting activity.

Your goals are what you aim for and plan to achieve. They might be something you want to do, be, or have at some point in the future. Goals may be short term (less than a year to accomplish) or long term (more than one year to accomplish). Setting goals helps define what you must do to be successful.

Make your goals SMART goals. SMART stands for:

S = Specific

*“I want to earn an A in my English class first semester”* is a specific goal.

*“I want good grades”* is not specific.

M = Measurable

*“I want to earn an A on daily assignments and tests”* is a measurable goal.

*“I will work hard”* is not measurable.

A = Attainable

*“I will hand in my work on time and complete work assigned during class”* is an attainable goal.

*“I will try to get my work done”* does not communicate attainability.

R = Realistic

*“I will study for at least 4 hours per week and ask a friend to peer-edit my papers”* is a realistic goal.

*“I will study for 4 hours every single day for this class”* is not realistic.

T = Time Related

*“I will monitor my grades weekly and stay after class for help when necessary”* defines the time frame.

*“I will regularly check my grades”* does not identify a time frame.

1. Write two personal goals that you want to accomplish this school year. These goals can relate to your personal interests, such as to improve performance in a sport or audition for a play. They may also be school-related, work-related, or related to any other area of your life.

 SMART Personal Goal

<<Place Answer Here>>

 SMART Personal Goal

<<Place Answer Here>>

2. Write two professional goals that you want to achieve in your future career.

 SMART Professional Goal

<<Place Answer Here>>

 SMART Professional Goal

<<Place Answer Here>>

3. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your document *FirstnameLastname*\_Activity05-01.docx (i.e., JohnSmith\_Activity05-01.docx).