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| --- | --- |
| Name |  |
| Goal |  |
| Date |  |
| Reason this goal is important to me |  |

|  |  |  |
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| Step | Mnemonic | Description |
| 1 | SpecificWhat exactly do you want to achieve? The more specific your description, the bigger the chance you'll get exactly that. Questions you may ask yourself when setting your goals and objectives are:* What exactly do I want to achieve?
* Where?
* How?
* When?
* With whom?
* What are the conditions and limitations?
 |  |
| 2 | MeasurableYou must be able to track progress and measure the result of your goal. Good goal statements answer the question: how much or how many. How will I know when I achieve my goal? |  |
| 3 | AttainableWhen you identify foals that are the most important to you, you begin to figure out ways to make them become a reality. You develop the attitude, abilities, skills, and capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.  |  |
| 4 | RealisticThe goal should be stretching, but realistic and relevant to you and your students. Ensure the actions you need to take to achieve your goal are things you can do and control. Is this goal achievable? |  |
| 5 | Time-BoundGoals must have a deadline. A good goal statement will answer the question: When will I achieve my goal? Without deadlines, it’s easy to put goals off and leave them to die. As well as a deadline, it’s a good idea to set some short-term milestones along the way to help you measure progress. |  |
| 6 | EthicalGoals must sit comfortably within your moral compass. Most people resist acting unethically. Set goals that meet a high ethical standard. |  |
| 7 | RecordedRecord your goal and progress towards it. Written goals are visible and have a greater chance of being completed successfully. Recording is necessary for planning, monitoring and reviewing progress. Is your goal written down? |  |

<http://www.projectsmart.co.uk/smart-goals.php>

<http://www.yourcoach.be/en/coaching-tools/smart-goal-setting.php>

<http://www.moses-chikoti.com/smart-goals.html>