

SMART Students Set Achievable Goals

This is a general SMART goal template. Use it with the CamSTAR SMART Goals Examples document to set goals focused on professional skills.

SMART Goal Letters	Description	Guiding Questions	Your Answer
S" stands for Specific	When setting a goal, be as specific as possible. Being precise will help you focus on what you want to accomplish.	<ol style="list-style-type: none"> 1. What do you want to achieve? 2. What details could make your goal more precise? 3. Hint: try answering the who, what, when, where, how, why questions. 	<i>My goal is to</i>
"M" stands for Measurable	How will you know if you met your goal? Set a concrete goal so you are certain you have met your goal (e.g., number of dollars saved, grade earned, number of deadlines met).	<ol style="list-style-type: none"> 1. How can you measure progress towards your goal? 2. How will you track your progress so you know you have achieved your goal? 3. Hint: try answering How much? How many? How long? questions 	<i>I will know I have reached my goal when I</i>
"A" stands for Achievable	Meeting your goals should excite, challenge, and motivate you. If you set a goal that is too difficult, you might end up feeling disappointed. To succeed, set goals you can realistically achieve with your resources and abilities.	<ol style="list-style-type: none"> 1. What steps will you take to achieve your goal? 2. What steps could be the most problematic? 3. What resources are needed? 4. What experience is necessary? 5. Who can help you achieve this goal? 	<i>I will take the following steps to achieve my goal:</i>
"R" stands for Relevant	Your goals are unique. They are based on what motivates and inspires you. Choose goals that reflect your ambitions, values, skill-level and circumstances. Choose goals that work for you!	<ol style="list-style-type: none"> 1. Why does this goal matter to you? How does it relate to your long-term goals? 2. How will you benefit by meeting this goal? 3. Is the goal aligned with your core values? 	<i>This goal matters to me because</i>
"T" stands for Time	Set a realistic deadline to reach your goal. It should be challenging but not uncomfortable or unrealistic.	<ol style="list-style-type: none"> 1. What is the deadline? 2. Have you given yourself enough time to meet this goal? 3. Are there any time constraints that you do not have control over (e.g., application deadlines)? 	<i>I commit to meeting this goal by</i>