



Creating and Reflecting on SMART Goals

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Specific

Include details by answering: who? what? where? when? why?

Measureable

Answer how you will know when the goal is accomplished.

Attainable

Is it realistic? Identify smaller action steps you will take to achieve your goal.

Relevant

List why you want to reach this goal.

Timely

Give yourself a deadline and set some benchmarks for your action steps. I will reach my goal by _____.



	Fall Semester Goal	Spring Semester Goal
Specific		
Measureable		
Attainable		
Relevant		
Timely		

Hold yourself accountable

Once you create goals it can be hard to continue to stay motivated and be accountable for what you have set out to achieve. Consider these tips below to help:

1. **Reflect periodically:** Do this without judgment or interpretation but instead try to describe in detail the facts and event(s) of the experience.
2. **Be flexible:** Sometimes goals need to be adjusted to make sure they remain attainable and relevant. Allow for change and stay positive.
3. **Create a support system:** Identify who can help you achieve goals or who will be there for support when you are discouraged.
4. **Check up on yourself:** Write down your goals and feelings/reflections as you work toward your goals and then come back to those in the future for a renewed purpose or motivation.
 - Hand written: Write the letter, place it in an envelope, and tuck it away. Hide it somewhere safe or give it to a family/friend who can hold it until the date you decide to open it.
 - Online: Go to www.futureme.org to write your letter and have it emailed to you any date in the future!