

What are SMART goals?

SMART goals are goals that aren't just pie in the sky. By thinking clearly about what it is you need to achieve, they are goals that you will be able to reach. Click through the letters below to identify what makes a SMART goal.

SPECIFIC

What exactly is it that you need to do? Being specific is key if you want to achieve your goal. Consider what it is you're trying to accomplish, where it needs to happen and who needs to be involved. Read your assessment guidelines carefully so that you can make your goals specific.

MEASURABLE

A measurable goal is one you can confidently say has been achieved or not. What will determine whether you've completed your goal? There will likely be a number of stages that you can check off along the way to your overall goal.

ACHIEVABLE

To stay motivated, make sure you don't set yourself up for failure. What is a realistic outcome? What do you need to do to reach that outcome?

RELEVANT

Check that what you plan to do is relevant. There's nothing more frustrating than spending days on an assignment that doesn't meet the assessment criteria because you got carried away and didn't check before you started.

TIME-BOUND

What's your deadline? Work out some milestones along the way to getting to your overall goal. Meeting deadlines feels great, beating them is even better!