

Setting SMART Goals

Goals can be big or small, long-term or short-term.

- **Short-term** (Today, this week, this month) e.g. Finish an essay, get a part time job.
- **Mid-term** (This semester or year) e.g. Improve GPA, get an internship.
- **Long-term** (1–5 years) e.g. Finish your degree, post-graduate study, graduate programme, travel.

1 Write down a goal you have for your time at university or beyond:

2 Check: Is it SMART?

<p>Specific</p> <p>Adding specific details makes it easier to know what you are aiming for.</p>	
<p>Measurable</p> <p>How will you know if you have achieved your goal or not?</p>	
<p>Achievable</p> <p>Is the goal realistic? Ideally, you want to stretch yourself, but not so much that you feel overwhelmed.</p>	
<p>Relevant</p> <p>Make your goal meaningful. Why is it worthwhile?</p>	
<p>Timely</p> <p>Give yourself a deadline to complete the goal.</p>	



3 Build a plan

Once you have some concrete goals you can start breaking them down into smaller, more achievable steps. Life is unpredictable – so it's also a good idea to think about how you will stay motivated and deal with potential obstacles.

a. How will I benefit from achieving my goal?

b. What steps can I take to achieve my goal?

c. How can I stay motivated?

d. What obstacles might get in the way? How can I overcome these?

e. How will I celebrate achieving my goal?