**Goal Setting**

To set effective goals, it's important to remember the following:

**Your goal needs to be SMART**

**S = Specific** Be clear and detailed. Ask yourself: WHAT are you going to do? For example: I want to attend Winona State University in Winona, MN.

**M = Measurable** Specify a timeframe and a way to observe or determine that you have accomplished the goal. Use numbers in your goal. Ask yourself: HOW will you know when it is finished?

**A = Achievable** You must have the interest, skills, strengths and resources (time, money, etc.) to make this goal happen. Make a plan to achieve your goal. Ask yourself: HOW are you going to do it?

**R = Realistic** Be honest about how long it will take you to achieve your goal and how you will get it done. Ask yourself: Can you do this in the timeframe that you have planned?

**T = Time-based** Take small steps to complete your goal by the deadline. Ask yourself: WHEN are you going to have this done?

You also want your goals to be **Believable** (you must believe you can reach the desired goal) and **Desirable** (the goal must be something that you truly want to achieve).

**Directions:** On the next page, create 3 SMART goals for yourself in each area listed. Then rank them in order of importance from 1-3.
SMART GOALS

MY EDUCATION GOALS:

____________________________________________  rank: _____

____________________________________________  rank: _____

____________________________________________  rank: _____

MY CAREER GOALS:

____________________________________________  rank: _____

____________________________________________  rank: _____

____________________________________________  rank: _____

MY PERSONAL GOALS:
(*ways in which you hope to grow personally)

____________________________________________  rank: _____

____________________________________________  rank: _____

LONG-RANGE LIFE GOALS:
(*use a time-frame or your future age)

____________________________________________  rank: _____

____________________________________________  rank: _____

____________________________________________  rank: _____