

# DEVELOPING SMART GOALS

Personal leadership is about taking charge of your own life and responsibilities. Part of growing as a leader is to be always ready to expand your capacities and strengths. It is also about having the courage to speak up even when you are not sure of yourself. Leaders need to take the courage to push themselves forward and to argue for their point of view. Effective leaders also take the courage to ask for support and make the effort to be well-prepared when facing big challenges. Help-seeking is an act of courage and it provides others with the joy of knowing that they have contributed.

Responsibility, determination, persistence and strategy are part of leadership. An easy way to take responsibility for your own life, is by setting goals you wish to attain. Do you know where you want to be in 2 weeks, 2 months or even 2 years?

Goals are things you want to do, either big, long-term things like graduate from university/start a family/become a carpenter/be an artist, etc., or short-term goals like learn how to draw. Learning how to set goals, then working towards them, can help you feel better about yourself by giving you a sense of pride and accomplishment.

**SMART** is an acronym that stands for Specific, Measurable, Achievable, Relevant, and Time-Bound.

When writing a **SMART goal**, you work through each of those terms to build a **goal** that shares exactly what needs to be accomplished, when it needs to be accomplished by, and how you'll know when you're successful.

Bigs, help your Little create a goal using the SMART Goal planning sheet

# SMART GOALS!

Setting S.M.A.R.T. goals can help keep you motivated and get you closer to reaching your goal!

**S**PECIFIC

What is the exact goal that you are trying to accomplish?

**M**EASURABLE

How will you be able to see that you are making progress?

**A**TTAINABLE

Is this a goal that you think you can actually reach?

**R**ELEVANT

Is this something that's important to you right now?

**T**IME-BOUND

When do you think you'll be able to reach your goal?




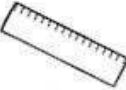



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Name \_\_\_\_\_

# S.M.A.R.T GOALS

<b>S</b> PECIFIC 	Specific means that your goal is detailed and exact. It can answer the questions who, what, where, when, why, and which.
<b>M</b> EASURABLE 	Measurable means you can track your progress and know exactly when your goal is met. It usually involved numbers.
<b>A</b> TTAINABLE 	Attainable means that your goal is a reasonable one. It is not completely out of reach, or too easy for you.
<b>R</b> ELEVANT 	Relevant means that your goal is worthwhile. It is something that is actually important to you right now.
<b>T</b> IMELY 	Timely means that your goal will be accomplished in a set time frame, such as two weeks, three months, or one year.

(Specific)  
My goal is:

(Measurable)  
I will track my goal by:

(Attainable)  
To make my goal happen I will:  
(who will help you and hold you accountable?)

(Relevant)  
This goal is important to me because:

(Timely)  
I will know I have achieved my goal when or I will achieve my goal by:

