



Resolutions vs Goals

SMART Goals Checklist

more money for shoes

SMART Goals Checklist

Setting goals is a great thing to do but you want to make sure that you are setting SMART goals and not vague wishes. How can you tell if your goals are SMART goals? That's easy, just answer the questions below. The questions have been designed so that you should be able to answer yes to almost every question to determine if you have a SMART goal. (There are a couple of questions that you should naturally be answering no to). If you can't, then rework the goals that you have set until you can.

Is the goal SPECIFIC?

- Do you know who is involved?
- Do you know what each person is going to do?
- Do you know where it will happen?
- Do you know when it will happen

Is the goal MEASURABLE ?

- Is it measurable? Is there a time frame, an end date and a quantity or number that you can track against?
- Do you have concrete (or really firm) criteria for measuring your progress?
- Have you identified several short term or small measurements to check everything is on track?
- Have you asked questions such as how much, how long, how many and how will I know it is accomplished?

Is the goal ATTAINABLE ?

- Is the goal within the realms of possibility?
- Is there something that needs to happen before you can reach this goal? If so, then does the first step need to be set as the first goal and then once this is achieved, move on to this goal?
- Is this something that is important right now or is there another goal that needs to come first?
- Is the goal a stretch for you? Or, alternatively, is the goal too easy to achieve? If it is then take another look at making it more of a stretch.

Is the goal REALISTIC ?

- Are you willing and able to achieve the goal?
- Have you devised a plan that is realistic, taking into consideration your current situation and circumstances?
- Have you set the bar high enough to increase your motivation? Or alternatively, is the goal too easy to achieve? If yes, then you need to take another look at it.

Is the goal TIME BOUND?

- Have you set a clear deadline to work towards – an end date?
- Have you set a clear start date to begin working towards your goal?
- Have you developed a plan to keep focused on the deadline? (This will create an urgency to start working towards the goal)