

## Upgrade Program- San Antonio Education Partnership

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<b>Name of Key Area</b>	Goal Setting
<b>Title</b>	Creating S.M.A.R.T. Goals
<b>Goal</b>	The goal of this outline is to provide Individuals with a guide in how to create their own S.M.A.R.T. goals.
<b>Advisor &amp; Date</b>	Ilse Reyes, Spring 2019

Setting goals can be difficult and, many times, hard to keep up with. Building S.M.A.R.T. goals can help you stay focused and motivated in order to reach your goals. S.M.A.R.T. stands for **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**imely.

First, let's try it together with the following goal: *I will get in shape.*

**Specific:** To make your goal *specific*, try asking yourself the 6 “w” questions. The questions are:

1. Who – Who is involved?
2. What – What do I want to accomplish?
3. Where – Identify a location.
4. When – Establish a time frame.
5. Which – Identify things you need and limits.
6. Why – Specific reasons purpose or benefits of reaching your goal.

Let's try it together: I (who) will get in shape (what) by using the gym (where) for 1 month (when). I will need a gym membership and workout clothes (which). By getting in shape, I will have more energy and improve my health (why).

**Measurable:** Find a way to measure your progress. In our example, since we are trying to get in shape, we can use our weight measurement to see if we are making progress. For example:

I will get in shape by using the gym for 1 month and losing 10 pounds. I will need a gym membership and workout clothes. By getting in shape, I will have more energy and improve my health.

**Achievable:** You want to make sure you are creating goals that you will be able to complete. For example, in our goal from before, we stated that we would be going to the gym “for 1 month”. However, if we are planning to lose 10 pounds in 1 month (about 4 weeks) that means we are losing 2 to 3 pounds per week! That might not be possible, but that is okay. We can change our goal.

I will get in shape by using the gym for 3 months and losing 10 pounds. I will need a gym membership and workout clothes. By getting in shape, I will have more energy and improve my health.

That is how S.M.A.R.T. goals help – they help us see the flaws of our goals and fix them. Now, our chances of meeting our goals are higher! Let's keep going.

**Realistic:** A realistic goal will include your big picture goal. Ask yourself: What do I want to accomplish overall? What is my motivation? Do I truly believe I can reach my goal?

I will get in shape by using the gym for 3 months and losing 10 pounds. I will need a gym membership and workout clothes. By getting in shape, I will have more energy and **improve my health.**

In our example, our big goal is to “improve our health”. This is our motivation – the thing that will keep us going when reaching our goal gets difficult. It is also important that you believe you can reach your goal.

**Timely:** Lastly, it is important that we set a time frame for our goal. Without a time limit there is no hurry to complete our goal, and the chances of us reaching our goal lessens.

I will get in shape by using the gym for 3 months and losing 10 pounds by **November 20<sup>th</sup>**. I will need a gym membership and workout clothes. By getting in shape, I will have more energy and improve my health.

Our S.M.A.R.T. goal is now: I will get in shape by using the gym for 3 months and losing 10 pounds by November 20<sup>th</sup>. I will need a gym membership and workout clothes. By getting in shape, I will have more energy and improve my health.

Compared to our first goal which was: I will get in shape.

Now, it is your turn. Building S.M.A.R.T. goals takes practice so it may be a little difficult to begin. To help you with your goals we have included a table with questions to keep in mind when writing your own S.M.A.R.T. goals.

Your goal: \_\_\_\_\_

<b>S</b> Specific	Who – Who is involved? What – What do I want to accomplish? Where – Identify a location. When – Establish a time frame.	Which – Identify things you need and limits. Why – Specific reasons purpose or benefits of reaching your goal.
<b>M</b> Measurable	What can I use to measure my progress? How do I know if I am staying on track?	How much/many is needed? Ex: Time (days, weeks, months, years)
<b>A</b> Achievable	Can I accomplish this goal? What will it look like when I reach my goal?	Do I have the resources and/or personality to reach this goal? Do I believe I can reach my goal?
<b>R</b> Realistic	Have I reached any goals like this one before? What would the situation need to look like for my goal to be accomplished?	If this goal is similar to one I have had in the past, why was I able to/not able to accomplish that goal?
<b>T</b> Timely	When do I need to have my goal completed by?	When will I be done?

Now, it is your turn to practice. Try creating a S.M.A.R.T. goal by thinking of a new goal you would like to work towards, or use a goal that you have tried accomplishing in the past.

Starting goal:

Revised Goal:

<b>S</b> Specific	
<b>M</b> Measurable	
<b>A</b> Achievable	
<b>R</b> Realistic	
<b>T</b> Timely	

Adapted from:

Jackson, B. (2010). Goal Setting: Smart Goals [PowerPoint Slides].