

## Academic Success for Student Veterans

### SMART Goals Example

SMART Goals are a method to help create goals that are carefully planned, clear, and trackable. SMART Goals are Specific, Measurable, Action-oriented, Realistic, and Time-oriented.

**Example of a vague goal:** I need to write up my lab report.

**Unanswered questions:** How many pages does it need to be? How much detail is the professor looking for? When is the report due?

**Example of a SMART goal:**

- Specific –** I will write up my lab report on “Identifying an Unknown Substance.”
- Measurable –** My professor expects a lab report to contain the following sections: introduction, materials and methods, results, discussion, references, and tables/figures. For my professor, word count or page length are not necessary so long as the other sections are reasonably completed.
- Action –** I want to create an outline for the write up, organize my physical and digital space for my writing/notes, gather all my notes and results, and schedule time to write.
- Realistic –** I have the results of the lab in my notes. I have time throughout my weeks to write uninterrupted. I should be able to schedule my writing time around my other responsibilities.
- Time-oriented –** The lab report is due in 30 days. I will work on it during my free period every Monday and Tuesday.

**What happens if you create a SMART Goal but are unable to complete it?**

- If you use the SMART Goal outline, this will make it easier to identify what part of your goal you may need to change in the future if you struggled with the original goal.
- For example, if the person above was unable to complete their report on time, that might tell them that they need to increase their expectations for how much time they need for writing. If they only scheduled 1 hour per week to write, that might not have been enough time or maybe different sections of the paper needed more or less time.
- Another example might be that the person felt overwhelmed needing to “write a report.” Instead of making the goal so large, they could break it down further into creating a SMART goal per section, such as writing the intro in week one, materials and methods in week two, and so on.
- There are many ways to create SMART Goals. It’s all about figuring out what helps you stay on track.

## SMART Goals

Using this SMART Goals worksheet can make it easier to complete your goal or modify your goals to make them more achievable.

<b>S</b>	<b>Specific:</b> Define your goal in as much detail as possible. Who, what, where, and when?
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<b>M</b>	<b>Measurable:</b> Define how you can track the progress and outcome.
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<b>A</b>	<b>Action:</b> Define what you will have to do to achieve your goal.
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<b>R</b>	<b>Realistic:</b> Reflect on whether you have everything you need to accomplish this goal, such as time, resources, etc.
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<b>T</b>	<b>Time-oriented:</b> Determine when you want to accomplish this goal.
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**Tracking Progress:** What steps have you taken toward your goal? What else is there left to do? Do you need to modify your goal?

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