Setting SMART Goals
Assignment

Instructions:
In this assignment, you will work on setting goals for yourself using the SMART method. You will find an explanation of this method below that will guide you in your goal-setting process. You will list a minimum of 5 goals. For each goal, you must provide an explanation of how the goal is representative of each of the SMART characteristics: Specific, Measurable, Attainable, Realistic, Timely. Be sure to answer the following questions for each goal summary:

- Does it answer the 6 Ws?
- Can you measure it?
- Is it attainable?
- Is it realistic?
- What is the time frame you have set for completing that goal?

Format:
You will provide a list and explanation for each goal (minimum 5) that you set for yourself. Each goal summary should be at least 100 words — totaling 500 words for this assignment.

Deadline:
Your completed assignment is due back to the Community Standards Assistant, rezrules@uoguelph.ca by 11:59pm on the deadline indicated on your sanction letter. Please include the title of your assignment in the subject line of your email.

SMART GOALS

SMART is an acronym to help you set positive and achievable goals.

Specific
Goals should be straightforward and emphasize what you want to happen. Specifics help us to focus our efforts and define what we are going to do.

To set a specific goal you must answer the 6 Ws:

- **Who?** Who is involved?
- **What?** What would I like to accomplish?
- **Where?** Where is this happening?
- **When?** When do I start/finish?
- **Which?** Identify requirements and constraints
- **Why?** Why am I doing this? Specific reasons, purpose or benefits!
Measurable

*If you can't measure it, you can't manage it!* If you can’t measure it you will not be able to define whether you have achieved your goal or not. Goals usually have several short-term and on-going measurements so that you can see how you are doing in your aim to achieve your goal.

A non-measurable goal: *I want to learn how to break dance.*
A measurable goal: *I want to learn 5 break dance moves by Friday November 2nd.*

Attainable

*If your goal is important to you, you’ll figure out ways to make it come true!* After identifying your goal, you’ll begin to see previously overlooked opportunities and seize them to bring you closer to the achievement of your goal.

*A goal should stretch you slightly so you feel you can do it, and it will need a real commitment from you.* Think about what is achievable and what you want to do. If a goal is set too far out of your reach, you may not commit to it, or complete it.

Feeling successful as you move to achieve your goal will help you to remain motivated!

Realistic

*Doing what’s ‘do-able.’* This doesn’t mean easy. Realistic goals should have you push you, but not break you! It is important to have a plan to make achieving your goal realistic. *Set the bar high enough for a satisfying achievement!*

Timely

What is your time frame? Putting an end to your goal, or target dates to work towards, gives you a sense of accomplishment as you move toward achieving your goal. With a time frame comes more commitment to achievement!

*The time you set should be measurable, attainable and realistic.*

Please consider academic goals, personal goals, social goals, short term and long term goals.

Take the time to reflect on how your university experience has been so far and what you hope to accomplish throughout the rest of your time here.

Goal setting can be a great opportunity to assess where you are now and to look ahead to where you want to get and how you plan to get there.