

# 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](mailto: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:

<b>Who?</b>	Who is involved?
<b>What?</b>	What would I like to accomplish?
<b>Where?</b>	Where is this happening?
<b>When?</b>	When do I start/finish?
<b>Which?</b>	Identify requirements and constraints
<b>Why?</b>	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 ASSES WHERE YOU ARE NOW AND TO LOOK AHEAD TO WHERE YOU WANT TO GET AND HOW YOU PLAN TO GET THERE**

Reference: Doran, G. T. (1981). There's a S.M.A.R.T. way to write management's goals and objectives. *Management Review*, Volume 70, Issue 11(AMA FORUM), pp. 35-36