

**Overview**

In this activity, individuals set SMART Goals in an effort to help identify what they want to achieve, if the goals are realistic, and to determine a timeline.

**Materials**

- [SMART Goals Organizer](#)

**21st-Century Skills Targeted**

- Communication
- Productivity
- Initiative
- Flexibility
- Leadership

**Steps**

- Share with the class that SMART Goals is a mnemonic that stands for Specific, Measurable, Achievable, Relevant, and Time-Bound and that it is a tool designed to help individuals identify what they want to achieve, if the goals are realistic, and to determine a timeline.
- Let the class know that they will each be setting their own SMART Goals, with the help of the SMART Goals Organizer. They can set their SMART goal around anything they'd like (e.g., studying, writing, reading, exercising, productivity, time management, post-graduation planning, etc.)
- The organizer offers prompts as a guide, but it is also recommended that concise language be used when writing SMART goals.
- Reflection questions for discussion:
  - What is the value of setting a goal?
  - What is the value in setting a SMART goal?
  - What was most challenging about setting a SMART goal for yourself?
  - What was most beneficial about moving through the SMART goal process?

## SMART Goal Organizer

Initial Goal (Write the goal you have in mind):

**Specific** (What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?):

**Measurable** (How can you measure progress and know if you have been successful in meeting your goal?):

**Achievable** (What is your motivation behind this goal? Do you have the necessary skills to accomplish this goal? If not, how can you obtain them?):

**Relevant** (Why am I setting this goal? Does it align with my current needs?):

**Time-bound** (What is the deadline, if any? Is it a realistic deadline?):

Final Goal (Review what you have written and revise your goal statement):