

### Goal Setting Handout

1. **Reflect:** Use the space below to brainstorm any short-term or long-term goals you have.

Short-Term Goals	Long-Term Goals
Ex) Obtain a mark of 75% or above in Sociology 112.	Ex) Complete a Biology degree in four years.

2. **Set Goals:** Choose one short-term goal from the list above and transform it into a SMART goal.

<b>S</b>	<b>Specific:</b> What am I trying to accomplish? Why is this goal important to me? How will I achieve this goal?
<b>M</b>	<b>Measurable:</b> How will I know when I've achieved this goal?
<b>A</b>	<b>Attainable:</b> What potential challenges may I need to overcome?
<b>R</b>	<b>Relevant:</b> How does this relate to my long-term goals?
<b>T</b>	<b>Time-bound:</b> What is the target date for completing this goal?

3. **Re-evaluate:**

On \_\_\_\_\_ I will evaluate my SMART goal and complete the checklist below.  
 (target completion date or before)

- I have accomplished this goal!
- I need to make some adjustments to accomplish this goal:
  - Reasons why my goal was not accomplished \_\_\_\_\_
  - \_\_\_\_\_
  - The following people or things can help me to accomplish this goal \_\_\_\_\_
  - \_\_\_\_\_
  - New target completion date \_\_\_\_\_

**Reflect, Set, and Re-Evaluate!**