**SMART goals**

Being able to set goals is an important part of planning where and what to study. Effective goals are SMART goals. SMART stands for:

* **S**pecific
* **M**easurable
* **A**ction-Based
* **Re**alistic
* **T**ime limited

Setting SMART goals is the key to becoming a smart student.  A smart student makes the best use of the time spent studying.  Working smarter as well as harder is the key to academic success. Goals can be long-term or short-term: generally goals are short-term.  Use the following steps to set a goal.

**Specific**

A goal should be concrete and specific. Get as much detail about the goal as possible.  Example: “I will do x number of maths problems this week”, “I will read pages 1-4”.

Questions: What? When? Where?

**Measurable**

This step covers not only how you monitor and evaluate your goal but also the steps to achieving your goal.   How will you recognise that you have achieved your goal?

Questions: When? How long? How often?

**Action based**

What are the actions required in order for you to achieve your goal?

Questions: What steps do you need to take to make your goal happen? Who might help you? What might distract you from those actions?

**Realistic**

A goal should be realistic, that means manageable and achievable.  Your motivation may drop if your goal is unrealistic and you set yourself up for failure.

Questions: Is the time assigned long enough? Is my goal too general?

**Time Limited**

Come up with a specific action plan and timetable for each step in accomplishing your goal and for overcoming obstacles.  Short-term goals can be incorporated into your timetable. Choose a deadline.

Questions: When do you want to have your goal achieved?