

# WRITING SMART GOALS FOR THE FUTURE

SMART is an acronym tool aimed at helping you manage your goals.

Each letter is a step to making your goal "SMART." Mentor and mentee can both create SMART goals for the upcoming year. If the mentee is graduating or transferring from QCC, use these goals as a guide for the transition. Discuss how both mentor and mentee goals can be bolstered by these ideas as the academic year closes.

My goal is:

**S**  
SPECIFIC

What do I want to happen?  
Make your goal specific. Think about the who, what, where, when, and why of your goal.

**M**  
MEASUREABLE

How will I know when I have achieved my goal? Consider how you will measure success in achieving your goal. This can include success in both the process of attaining your goal and the ultimate completion of your goal.

**A**  
ATTAINABLE

Is the goal realistic and how will I accomplish it? Decide if your goal is possible. If it is not, how can the goal be reconsidered to make it more achievable for you?

**R**  
RELEVANT

Why is my goal important to me? Is this goal related to your happiness and future success? Think about the "why" behind your goal. Why is this goal meaningful to you?

**T**  
TIMELY

What is my deadline for this goal? Create deadlines for finishing steps to completing your goal. Creating a calendar plan for your goal can provide structure and reassurance that you know how you will achieve it.