

SMART Goals

.....

The key to making progress toward your mountain is identifying small steps you can tuck into your schedule.

Your goals should be SMART:

- Specific (tangible action step you can see)
- Measurable (quantifiable)
- Achievable (something you can actually accomplish)
- Relevant (strategic to your long-term goals)
- Timed (accomplished by a specific time)

Are these examples SMART? Why or why not?

1. *Network more.*
2. *Setting up coffee with Joel Spellman by Friday.*
3. *Online research on future SMPS events to attend.*
4. *Meeting with 12 clients in the next two weeks for lunch.*

Here are some examples of good SMART goals:

- *Review capital improvement plans for Lake Oswego and report future opportunities to team by next Wed.*
- *Set monthly lunch meeting with Beth to support each other by end of the week*
- *Read for 30 minutes about integrated design delivery Tuesday morning at 7:30 AM.*
- *Spend 15 minutes researching associations I might join by January 31.*
- *Walk a total of five miles by Sunday.*

What are your three SMART Goals:

- 1.
- 2.
- 3.