Imagine playing a game of darts with the bulls eye clearly marked. You know what you are aiming at and can focus on hitting the target. Setting goals works the same way. You must decide where you are going and what you need to do to get there.

The most helpful goals are **SMART** goals. They are goals that are **Specific, Measureable, Action-Packed, Realistic, and Time-Bound**. Take one of your education and career goals and make it a **SMART** goal:

**Write a Career Goal:**

**Specific:** ____________________________________________  
__________________________________________  
__________________________________________  
__________________________________________  

**Measureable:** ____________________________________________  
__________________________________________  
__________________________________________  
__________________________________________  

**Action-Packed:** ____________________________________________  
__________________________________________  
__________________________________________  
__________________________________________  

**Realistic:** ____________________________________________  
__________________________________________  
__________________________________________  
__________________________________________  

**Time-Bound:** ____________________________________________  
__________________________________________  
__________________________________________  
__________________________________________  

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**Specific**

*What do you want to do?*

**Not Specific:** I want to get an education.  
**Specific:** I want to earn an Associate Degree in Business.

**Measureable**

*How will you measure your goal progress?*

**Not Measurable:** I will take some classes.  
**Measureable:** I will enroll and complete 4 courses each semester.

**Action-Packed**

*What action are you going to take to make it happen?*

**Wrong:** I will attend class.  
**Right:** I will arrange my work schedule so I have time to attend 12 hours of class each week and allow myself 10 additional hours to study.

**Realistic**

*Is your goal doable?*

**Unrealistic:** I will reach this goal in a year or so.  
**Realistic:** I will complete 8 courses each school year.

**Time-Bound**

*Can you set a time frame for your goal?*

**No time:** I will earn an AA Degree.  
**Time:** I will earn an AA Degree in Marketing in 5 semesters.