



SMART Goals and Actionable Steps

Using your SMART Goal

Your SMART Goal is....

Specific,
Measurable,
Attainable,
Relevant,
Timebound.

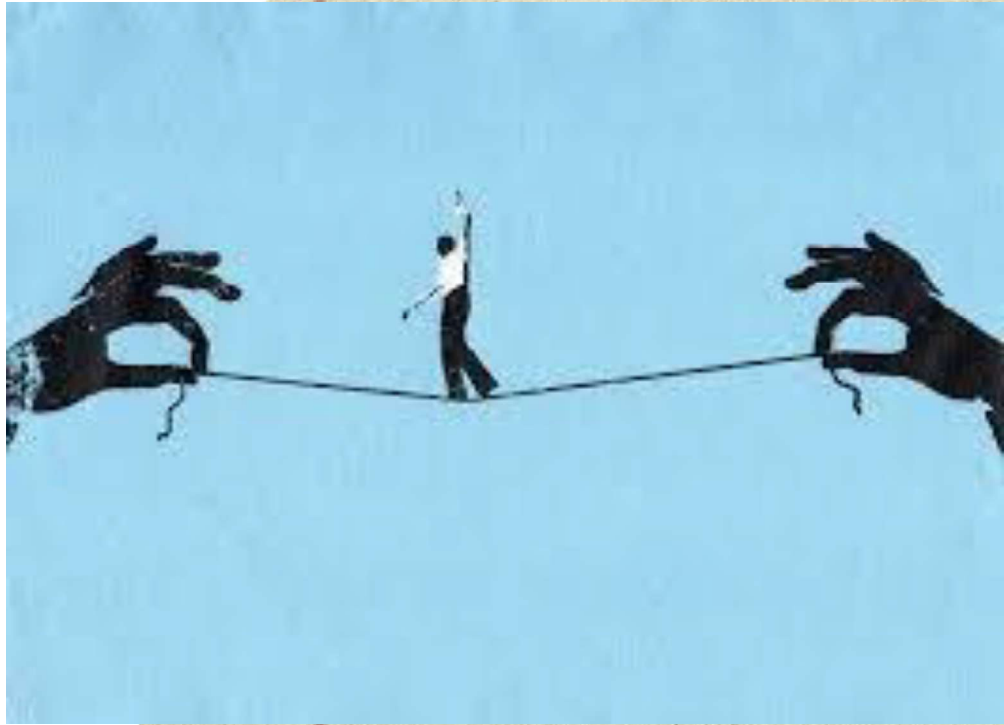
So you've got a SMART Goal. Now what?



Once you've written down your SMART Goal, keep it somewhere visible in your workspace.

Keep personal goals by your bathroom mirror, or next to your computer.

This helps remind us of our goals, and keeps us on track.



We all have lots of things on the go that are not related to our Goal. It'd be so much easier if we could just drop everything else and work on this one goal...

How do we balance working toward our **SMART Goal**, while still keeping up with everything else?

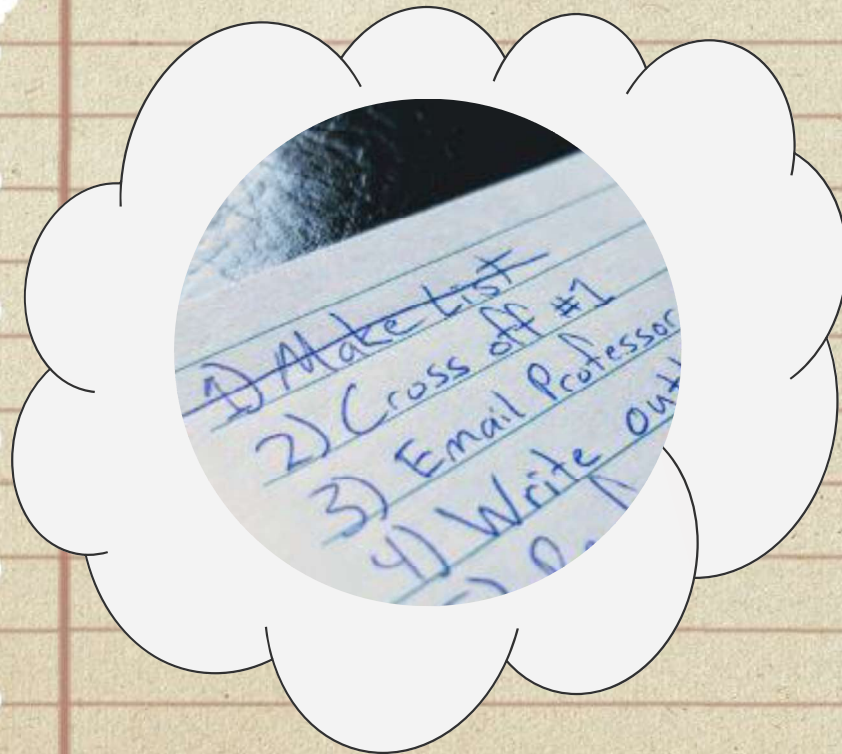


Making an **Action Plan!**

SMART Goals are essentially already Action Plans, but it can be super helpful to break down your goals even further.

Many people decide on a goal but never create an action plan to determine how exactly they will meet that goal.

Your action plan should include the overall goal you're trying to meet and **all the steps you need to take to get there.**



Even though writing SMART Goals forces us to really plan out reasonable, attainable goals for ourselves;

It can still be really helpful to break our SMART Goals down into **tiny chunks** -- This can allow us to **integrate** our **Goal into our daily lives.**

At a Glance:

How to break down your Goal even further...



SMART Goal

You set your goal that is Specific, Measurable, Attainable, Relevant and Time-bound.



Make a Milestone List

Using your SMART Goal, make a list of milestones that will bring you toward your Goal.



Break Down your Milestones

Now break those Milestones down into smaller **actionable** steps.



Take Action!

The Hardest part is Starting! Try crossing *one thing* off your list today!

- Goal – the **target** you're trying to hit.
- Sub-Goals: **Milestones** toward the achievement of your goal.
- Actionable Steps: The **individual tasks** that will allow you to achieve each sub-goal.

To create actionable steps, try the following:

- Ask: "What can I do right now to get started?" Populate the first section of your "Actionable Steps List" with whatever you come up with.
- For the next step ask: "What needs to be done next?" You're going to identify the next physical action that needs to be taken to keep moving forward. Populate the second section of your Actionable Steps List with the answer you come up with.
- Continue in this way, one step at a time, until you're done with the first sub-goal/Milestone.

"My goal is to get a good grade on my final essay in Art History."

Is not really specific/attainable... let's try that in the SMART goal format...

S: I want to improve my understanding and use of citations (APA) in my final Art History paper so I can get a better grade.

M: I'd like to not lose more than 2 marks for citation mistakes.

A: On my last paper the citations were the *only* area that I really lost any marks. I know the course material well, so I can dedicate some time to improving in this area.

R: This is relevant because I love Art History, and am actually very excited about the content of this course. I feel this technical hurdle is in the way of me succeeding in an area I am passionate about.

T: My final paper is due at the end of this semester.

SMART Goal:

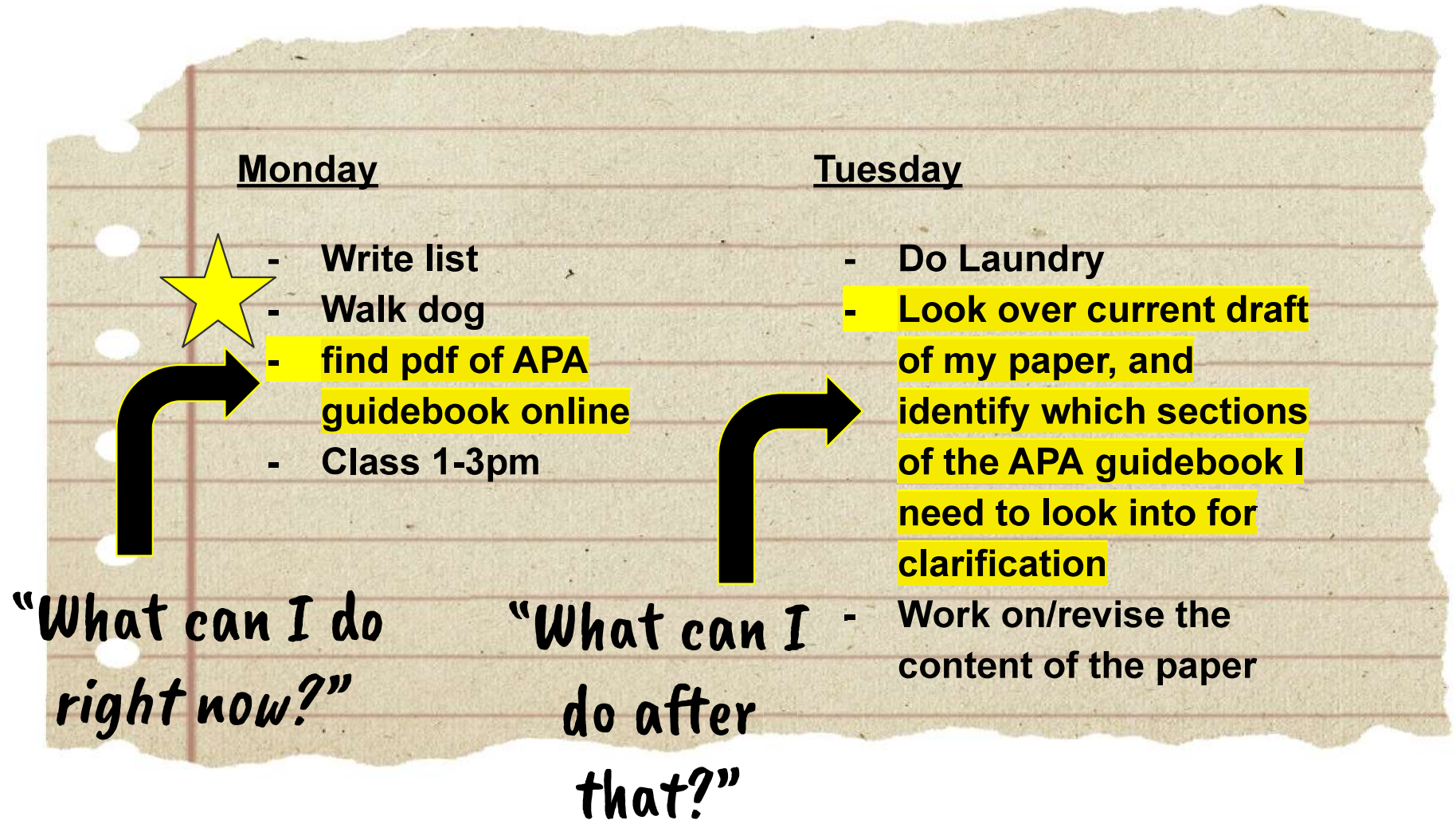
I will improve my understanding and usage of citations between now and the end of the semester by researching the APA format before writing my paper, keeping a guide book on hand while I write, and will have a trusted peer proofread it before I submit it.

So, my SMART Goal is great, and all, but I still feel like I am procrastinating...

This is when it's helpful to pin point some **actionable steps**, and get yourself moving toward your goal. I've identified that my **Milestones** are:

- ★ Find the APA Guidebook
- ★ Use the guidebook to format my citations
- ★ Get paper proofread
- ★ Final edits/revisions

Actionable steps for this SMART Goal could look like this when integrated into a daily plan:



Now that
I've got my
guidebook
and know
where the
info is, I can
start doing
my actual
work!

Wednesday

- Class 9-12
- Work on drawing project
- Finish reading through sections I identified yesterday

Write out bibliography,
and cite quotations
(with APA guide handy)



Thursday

- Work 9am-2pm
- Read/revise paper again
- Check over citations (with APA guide handy)
- Ask classmate to proofread with citations in mind
- Relax/make dinner/take a bath -- check emails tomorrow and follow up with classmate about the paper:) only one more Milestone to go!

