S.M.A.R.T. goals tipsheet

Coming up with clear, defined goals can help you achieve your vision. Here’s a tipsheet on how to craft your own, with thanks to Emma Carew Grovum of The Daily Beast and the ONA Mentorship Collaborative.

**S:** Specific. Be clear on what you are trying to achieve. Retain and grow existing talent
What do I want to accomplish?
Why is then goal important to me?
Who is involved?
Where is it located?
Which resources are needed?

**M:** Measurable. How will you know whether you have been successful?
How much, many, often? With milestone timestamps

**A:** Achievable. What is realistic given the current conditions?
What are limitations/boundaries?

**R:** Relevant (Resources). How does each goal support your overall vision?
Why is this particular goal where resources should be focused?
Does this seem worthwhile?
Is this the right time?
Does this match your other efforts/needs?
Are you the right person to reach this?
Why prioritize this?

**T:** Timebound. How long will it take to achieve this? What deadline will you set for yourself?
When will this happen?
What can I do one week from now?
What can I do eight weeks from now?
What can I do today?

Prompt:
I will ______________________________ over ____ (time period) ___________, resulting in ______________________________.