

# SMART

The anagram **S M A R T** helps you to set goals. It guides you with steps to make what you want to achieve realistic.

Make sure your goals are:

**S**pecific - use clear terms, being too vague can easily be confusing.

**M**easurable – Plan what achieving your goal will look like.

**A**chievable – Set an achievable target, don't be too ambitious.

**R**ealistic – you know your limitations. Set what can you actually do?

**T**ime-limited – set a period in which this will be achieved.

If you don't succeed at your goal:

- consider why?
- Set a more realistic target and,
- try again.

If you do succeed:

- acknowledge it and,
- explore what went well.