

SMART Goals Worksheet

CCA Learning Resource Center

What I Want:

Specific

- Ask clarifying questions (who, what, when, where, why, how?)
- Avoid vague language
- If your goal is big, break it up into smaller goals.

Measurable

- Quantify your process (how many, how often).
- Give yourself a range
- How can you measure progress?

Achievable

- What skills and resources are needed?
- Consider what you need to overcome any difficulty of the goal.

Relevant

- Make the goal interesting and important to you.
- Is the goal in alignment with the overall mission?
- Consider how the goal will benefit yourself and others.

Time-bound

- Set a realistic deadline.
- Measure how much time you have in your day.

My SMART Goal:

Want help with an academic goal? Make an appointment at tinyurl.com/cca-smart

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What I Want: To make it through my hardest class this semester

Specific <ul style="list-style-type: none">• Ask clarifying questions (who, what, when, where, why, how?)• Avoid vague language• If your goal is big, break it up into smaller goals.	<p>→ Figure out some reading strategies to help with that first reading assignment.</p> <p>→ Find someone who can help me with my first paper.</p>
Measurable <ul style="list-style-type: none">• Quantify your process (how many, how often)• Give yourself a range• How can you measure progress?	<p>→ Figure out how long it takes me to read and take notes about a 10-page scholarly article.</p> <p>→ Study the syllabus and see what assignments earn the most points.</p>
Achievable <ul style="list-style-type: none">• What skills and resources are needed?• Consider what you need to overcome any difficulty of the goal	<p>→ An academic coach can help me with all this!</p> <p>→ Reflect on classes where I did well at reading and writing. What was different about those classes? What strategies did I use to succeed?</p>
Relevant <ul style="list-style-type: none">• Make the goal interesting and important to you• Is the goal in alignment with the overall mission?• Consider how the goal will benefit yourself and others	<p>→ I need to pass the class to earn my degree.</p> <p>→ The topic of the class is relevant to my goals as an artist.</p> <p>→ Doing well in this class could help me become a more confident reader and writer for my other classes.</p> <p>→ The professor sounds amazing. I want to impress her!</p>
Time-bound <ul style="list-style-type: none">• Set a realistic deadline• Measure how much time you have in your day	<p>→ I think I could keep up with the homework for this class by spending 8 hours on it each week, outside of class time--maybe 2 hours after each class on Monday and Wednesday and another 4 hours on Sunday.</p>

My SMART Goal:

Set and attend a weekly appointment with an academic coach for 3 to 4pm each Friday starting February 5 to get advice and feedback on my reading and writing for this class.

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