

## S.M.A.R.T. Goal Setting for Peer Tutoring

A goal is a result we intend to reach mostly through our own actions.

Things we do may move us closer to or farther away from that result. Studying moves us closer to success in a difficult course, while sleeping through the final exam may completely prevent reaching that goal.

As you think about your own goals, think about more than just being a student. You're also a person with individual needs and desires, hopes and dreams, plans and schemes.

Goals vary in terms of time. Short-term goals focus on today and the next few days and perhaps weeks. Midterm goals involve plans for this school year and the time you plan to remain in college. Long-term goals may begin with graduating college and everything you want to happen thereafter.

Often your long-term goals (e.g., the kind of career you want) guide your midterm goals (getting the right education for that career), and your short term goals (such as doing well on exams) become steps for reaching those larger goals. Thinking about your goals in this way helps you realize how even the little things you do every day can keep you moving toward your most important long-term goals.

Writing out your goals helps you think more clearly about what you want to achieve.

Name:

Date:

**Step 1:** Write down your **GOAL** in as few words as possible. What do you want to accomplish?

My goal is to:

**Step 2:** Make your goal detailed and **SPECIFIC**. Answer who/what/where/how/when?

How will I reach this goal? List at least 3 action steps you will take (be specific):

- 1.
- 2.
- 3.

**Step 3:** Make your goal **MEASURABLE**. Add details, measurements & tracking details.

I will measure/track my goal by using the following:

I will know I have reached my goal when:

**Step 4:** Make your goal **ACHIEVABLE**. What additional resources do you need for success?

Items/tools I need to achieve this goal:

How will I find the time:

Things I need to learn more about:

People I can talk to for support:

**Step 5:** Make your goal **RELEVANT**. List why you want to reach this goal.

How will this goal make a difference in my career and/or personal life?

**Step 6:** Make your goal **TIMELY**. Put a deadline on your goal and set some benchmarks.

I will reach my goal by:

My halfway measurement will be \_\_\_\_\_ on \_\_\_\_\_

Additional dates and milestones I will aim for:

### REMEMBER!

- Having long-term goals (college diploma) lead to setting midterm goals (by semester) which can be broken down into short-term goals (completing an assignment).
- Writing out your goals helps you think more clearly about what you want to achieve.
- Having enthusiasm for daily life, accepting responsibility, being motivated and flexible, and making effective use of time are signs of a positive attitude.
- Planning ahead is the single best way to stay focused and motivated to reach your goals.
- When deciding what to do with your time, considering your priorities is a good way to decide what to do next.
- Goals help you set priorities and remain committed to your college success.

Source: <https://ecampusontario.pressbooks.pub/studyprocaff/chapter/chapter-1/>