Resources:

 Copies of the Slide 045B: SMART Goal handout

 Pens or Pencils

Purpose:

 For participants to practice using the SMART Goal format for setting personal or professional goals.

Directions:

1. Provide a copy of the Slide 045B: SMART Goal handout
2. Review the purpose and definition of the SMART goals.
3. Have each participant think of a personal goal he or she would like to reach.
4. Have each participant complete the chart on the handout.
5. Share with a partner, around the table, or to the larger group.

Think of a goal you’d like to achieve and complete the chart.

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| **S**pecific | What are you going to do? |  |
| **M**easurable | How are you going to do it? |  |
| **A**ttainable | Can you commit to doing it? |  |
| **R**ealistic | Is it doable? |  |
| **T**imely | What is your timeframe? |  |