

Setting a Goal for Myself (SMARTIES)

S p e c i f i c	<p>What: What exactly is the state in the future that I want to reach (desired result)?</p> <p>Why: Which are the specific reasons, the purpose or the benefits (for the project / myself / the team / the organization) of reaching the goal?</p> <p>Who: Who - apart from myself - is involved?</p>
M e a s u r a b l e	<p>Which indicators of quality and quantity are there to measure/observe my progress?</p> <p>How will I know when my goal is accomplished?</p>
A c t i o n - o r i e n t e d	<p>How: How will I reach my goal? Which attitude, competences and skills must I have?</p> <p>Which power/authorization and resources must I have?</p> <p>In which sub-goals and tasks can my goal be broken down? Which milestones are there on the way to the goal?</p> <p>Which actions do I need to take (action plan)?</p> <p>What will be my first activity?</p>

R e a l i s t i c	<p>How realistic is my goal regarding myself, the context/environment, the requirements and the constraints (e.g. time; financial, material and personnel resources)?</p> <p>Is my goal contradictory in itself or in conflict with other goals? If yes, what can I do to avoid this?</p>
T i m e - b a s e d	<p>When: When will I start working on the goal?</p> <p>By when will I have reached the goal (deadline)?</p>
I n t e g r a t e d	<p>Does my goal fit into my professional working context as well as into my private living context? If not, what can I do to make it fit?</p>
E s s e n t i a l	<p>Why is reaching this goal meaningful? What will be the impact of reaching it? Is my goal related to an essential part of my work or life? Is my goal relevant to me? Is it relevant to my team, my organization or my family? If not, what can I do to make it essential and relevant?</p>
S t a t e d c l e a r l y	<p>How would I state and explain my goal as clearly as possible to somebody else (in writing / orally)?</p>