



# SETTING GOALS THE SMART WAY

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ORGANISATION &  
TIME MANAGEMENT

# SETTING GOALS THE SMART WAY

Setting goals that are SMART helps you to focus your efforts, clarify your ideas and use your time and resources productively. To ensure your goals are clear and reachable they should be:

**Specific:** clear and well defined

**Measurable:** have criteria for measuring progress

**Achievable:** attainable

**Relevant:** relevant to the direction you want your life to take

**Time-Bound:** have a deadline

## SPECIFIC\_

**A SMART goal must be clear and well defined.**

Vague and generalised goals are unhelpful, because you're not clear on exactly what you're trying to achieve. Before setting a goal, try to always answer these five questions.

**Who:** Who is involved in this goal?

**What:** What do I want to accomplish?

**Where:** Where is this goal to be achieved?

**When:** When do I want to achieve this goal?

**Why:** Why do I want to achieve this goal?

## MEASURABLE\_

**A SMART goal must have criteria for measuring progress.**

Include precise amounts and dates in your goals, so you can measure the degree of your success. Knowing how much you have accomplished so far will keep you motivated to keep on track, eventually reaching your goal. Find an indicator of progress that works for you.

## ACHIEVABLE\_

**A SMART goal must be attainable.**

A goal should be different to a dream or vision. Set goals which you know you have resources to achieve. Setting unachievable goals may lower your self-esteem or decrease your motivation, hence holding you back from setting new goals in the future.

## RELEVANT\_

**A SMART goal should be relevant to the direction you want your life to take.**

Setting relevant goals will keep you motivated to pursue them, knowing that you are improving your life or building on your career. Otherwise setting irrelevant goals may cause you to expend energy on tasks that aren't going to benefit you.

## TIME-BOUND\_

**A SMART goal should have a deadline.**

Have a deadline so you know when to celebrate your success. Set a starting and finishing date. If the goal is not time-constrained, there will be no sense of urgency and, therefore, less motivation to achieve the goal.



We're proud to be the only charity set up in memory of Diana, Princess of Wales, and her belief that young people have the power to change the world. It's a big mission but there are two things within it that we focus our charity's efforts on – young people and change.

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Throughout all our programmes and initiatives, 'change' for and by young people is central. We celebrate this by recognising young change makers with a Diana Award, the most prestigious accolade a young person can receive for their social action or humanitarian work.

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We hope you found this resource useful and wish you all the best in your social action journey. If you would like to help us create more resources and recognise even more young people with a Diana Award, you can make a donation by visiting <https://diana-award.org.uk/donate/>



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