**Guide to making SMART goals**

Below is a breakdown of the well-known ‘SMART’ goal setting technique. In addition to this, there are a few tips to mentors:

Encourage your mentee to share their goals with friends, colleagues or the LTSB team. As soon as they make their goal public, they have a whole set of people to hold them to account and to cheer them on!

If you can, encourage your mentee to write down their goals and put them somewhere they will see on a daily (or at least weekly) basis.

Specific

A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions

\*Who: Who is involved?
\*What: What do I want to accomplish?
\*Where: Identify a location.
\*When: Establish a time frame.
\*Which: Identify requirements and constraints.
\*Why: Specific reasons, purpose or benefits of accomplishing the goal.

Measurable

To determine if your goal is measurable, ask questions such as……How much? How often? How many? How will I know when it is accomplished?

Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

Achievable

Are you clear on what it will take to achieve your goal? Have you defined the strategies to get there?

To be achievable, a goal must represent an objective toward which you are both willing and able to work. You must weigh up the effort, time and other costs your goal will take against the profits and the other obligations and priorities you have in life.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals and develop the traits and personality that allow you to possess them.

HOWEVER, it’s important to not lower your goals too much because of fear of failure. When you frequently set goals that are ‘too’ achievable, i.e. they don’t offer a challenge, that can be equally demotivating.

Relevant

Is this goal in line with your character, your core motivations and your ideals? Does it help you achieve a long-held ambition? Does it make sense to be working toward this goal in terms of your current personal and professional situation?

If so, congratulations! Your goal is indeed relevant, and it means it will be easier to stick to. If you can keep in mind the tangible benefits to your life that this goal will allow you to realise, then you will be able to dig deep and find the motivation to stick to it when your willpower wains.

Time-bound

We’ve all had deadlines, and they exist because as humans we need a structure and something to hold us to account.

A goal should be grounded within a time frame. With no time frame tied to it there’s no sense of urgency. If your mentee’s goal is to make more new connections in the workplace, then “someday” won’t work. But if you anchor it within a timeframe, “by May 1st”, then you’ve set your unconscious mind into motion to begin working on the goal. Sometimes there is a pre-set goal, i.e. the end of a probationary period or even the end of a fixed-term contract.