1. Goals should be clear and **specific**, otherwise what’s the motivation or focus?
   1. What do you want to accomplish?
   2. Why is the goal important to you?
   3. Who is involved?
   4. Where is it located?
   5. Which resources are involved?

Example: I want to raise my cumulative GPA from a 2.5 to a 3.0 by the end of spring semester.

1. Goals should be **measurable**, so that you can track your progress. Assessing your goals helps you stay motivated and focused. Answer these questions:
   1. How much?
   2. How many?
   3. How will I know that it is accomplished?

Example: I might measure the goal of raising my GPA by saying that I will attend class regularly, form good and effective study habits and track my grades.

1. Goals should be **achievable** and realistic to be successful. They should challenge you, but remain possible. When you set achievable goals, you might be able to identify previously overlooked opportunities and/or resources that can bring you closer to it. Answer these questions:
   1. How can I accomplish my goal?
   2. How realistic is my goal, based on constraints, like financial factors?

Example: I might need to ask myself whether raising my GPA is realistic, based on my previous experiences. For example, am I in classes where this is feasible? Would taking a MayX help? Would it be more realistic to readjust my goal to earning a 2.7 for the spring term and a 3.0 for the following fall term? Are the resources that are available to me affordable? Are they available to me at all?

1. Goals should matter to you, and be **relevant** to your life. We all need support and resources but your goals have to be important to you. You have control over them. You are responsible for accomplishing them. A relevant goal answers these questions:
   1. Does this seem worth my time?
   2. Is this the right time?
   3. Am I the right person to reach this goal?

Example: I might want to raise my GPA, but is it the right time? Am I overinvolved? What are my outside commitments? Do I manage my time well? Have I considered my credits earned and currently enrolled credits?

1. Goals should be **time-oriented**. You need to have a deadline! This helps prevent everyday tasks taking priority over long-term goals. A timely goal answers these questions:
   1. When?
   2. What can I do 6 months from now? 6 weeks from now?
   3. What can I do today?

Example: How long will it take me to raise my GPA to a 3.0? Do I need more than one semester? Give yourself a realistic time frame for accomplishing smaller goals that are necessary to achieving long-term goals.