

SMARTer Goals Worksheet

What are SMARTer Goals?

SMARTer goals help you transform vague intentions into actionable plans. This framework ensures your goals are well-defined and achievable.

Letter	Meaning & Questions to Ask
S	Specific What exactly do I want to achieve? What will I produce or complete?
M	Measurable How will I know when I've achieved it? What's my target?
A	Achievable Is this realistic given my resources, time, and other commitments?
R	Relevant Why does this matter? How does it fit with my bigger goals?
T	Time-bound When will I complete this? What's my deadline?
E	Evaluate How will I review my progress? When will I check in?
R	Readjust/Revise What will I do if things aren't working? How can I adapt my approach?

Example: From Vague to SMARTer

Vague Goal: "I want to do better in my assignments."

SMARTer Goal: "I will improve my essay grades from 55% to 65% by the end of term by attending two writing workshops, using the feedback from my tutor on each draft, and dedicating 3 hours per week to planning and revising. I'll review my progress after each assignment submission and adjust my study schedule if needed."

Let's break it down:

- **Specific:** Improve essay grades
- **Measurable:** From 55% to 65%
- **Achievable:** Using available resources (workshops, tutor feedback) and realistic time commitment
- **Relevant:** Directly impacts academic performance
- **Time-bound:** By end of term
- **Evaluate:** After each assignment submission
- **Readjust:** Modify study schedule if progress isn't as expected

Your Turn: Goal Transformation Worksheet

Instructions:

Work in groups of 3-4 students. Choose a scenario card from the ones on the following pages. Use the questions in the SMARTer framework to transform the vague goal into a SMARTer goal. Write your transformed goal in the space below (or in your notebook).

Your Scenario Number: _____

Original Vague Goal:

Your SMARTer Goal:

Scenario cards

Scenario 1

Vague Goal:

"I need to get better at presenting"

Context: You have 3 group presentations this term and you got nervous and rushed through your last one.

Your Task: Transform this vague goal into a SMARTer goal using the framework in your handout. Consider what makes it Specific, Measurable, Achievable, Relevant, Time-bound, and how you would Evaluate and Readjust.

Scenario 2

Vague Goal:

"I should do more reading"

Context: Your lecturers keep mentioning journal articles but you haven't engaged with any academic reading yet.

Your Task: Transform this vague goal into a SMARTer goal using the framework in your handout. Consider what makes it Specific, Measurable, Achievable, Relevant, Time-bound, and how you would Evaluate and Readjust.

Scenario 3

Vague Goal:

"I need to improve my essay writing"

Context: Your feedback says you need better structure and stronger arguments. You have two essays due this term.

Your Task: Transform this vague goal into a SMARTer goal using the framework in your handout. Consider what makes it Specific, Measurable, Achievable, Relevant, Time-bound, and how you would Evaluate and Readjust.

Scenario 4

Vague Goal:
"I want to learn more about research methods"

Context:
You have a research proposal due in 6 weeks and feel unclear about methodology.

Your Task: Transform this vague goal into a SMARTer goal using the framework in your handout. Consider what makes it Specific, Measurable, Achievable, Relevant, Time-bound, and how you would Evaluate and Readjust.

Scenario 5

Vague Goal:
"I need to get organised"

Context: You have reading homework, an essay to write, and a reflective journal to complete - all overlapping next month.

Your Task: Transform this vague goal into a SMARTer goal using the framework in your handout. Consider what makes it Specific, Measurable, Achievable, Relevant, Time-bound, and how you would Evaluate and Readjust.

Scenario 6

Vague Goal:
"I need to use better sources"

Context: Your lecturer said you rely too much on textbooks and need more primary sources for your dissertation.

Your Task:
Transform this vague goal into a SMARTer goal using the framework in your handout. Consider what makes it Specific, Measurable, Achievable, Relevant, Time-bound, and how you would Evaluate and Readjust.