ONTARIO SUSTAINABLE ENERGY ASSOCIATION

MENTORING PROGRAM

10 TIPS FOR SETTING SMART GOALS

• **Specific:** Be clear and precise about what you want to achieve. Avoid vague or general statements.

• **Measurable:** Define criteria to track your progress and determine when you've reached your goal.

• **Achievable:** Ensure your goal is realistic and attainable within your capabilities and resources.

• **Relevant:** Align your goal with your overall objectives and make it meaningful to your life or work.

• **Time-bound:** Set a deadline or timeframe to create a sense of urgency and accountability.

• **Write it down:** Document your SMART goal, as this commitment enhances your dedication to achieving it.

• **Break it down:** Divide larger goals into smaller, more manageable tasks to monitor progress and stay motivated.

• **Assess and adjust:** Regularly review your SMART goals to make necessary adjustments as circumstances change.

• **Share your goals:** Sharing your goals with others can provide support, encouragement, and accountability.

• **Stay motivated:** Maintain your enthusiasm by celebrating milestones and staying focused on the end result.

Remember, using the SMART criteria can help you create well structured and achievable goals in various aspects of your life.