

SETTING GOALS? USE THE SMART METHOD

S

SPECIFIC 🔍

Define your goal with crystal-clear precision. What exactly do you want to achieve? The more specific, the better!

M

MEASURABLE 📏

Make your progress tangible. Set benchmarks and milestones so you can track your success along the way.

A

ACHIEVABLE 🏆

Dream big, but keep it realistic. Ensure your goals are challenging yet within reach, setting yourself up for success.

R

RELEVANT ★

Align your goals with your broader aspirations. Your goals should matter to you and contribute to your overall vision.

T

TIME-BASED 📅

Set a deadline. A time frame adds urgency and structure, pushing you to stay focused and committed.

NEED EXAMPLES?

SMART GOALS IN ACTION

S Specific:

Define your goal with crystal-clear precision. What exactly do you want to achieve? By getting specific, you make it easier to envision your goal and motivate yourself to accomplish it!

✗ "I want to get better at work."

✓ "I want to improve my professional skills by taking a project management course within the next six months."

M Measurable:

Make your progress tangible. Set benchmarks and milestones so you can track your success along the way.

✗ "I'll read the project management course material regularly."

✓ "I aim to complete two chapters of the course material each week and finish the entire course by the end of six months."

A Achievable:

Dream big, but keep it realistic. Ensure your goals are challenging yet within reach, setting yourself up for success.

✗ "I'll study for five hours every day while working full time and managing my personal life."

✓ "I will dedicate one hour each weekday to study, balancing it with my work and personal commitments."

R Relevant:

Align your goals with your broader aspirations. Your goals should matter to you and contribute to your overall vision.

✗ "I'll learn project management even though it has nothing to do with my career aspirations."

✓ "Enhancing my project management skills aligns with my career goal of becoming a team lead."

T Time-Bound:

Set a deadline. A time frame adds urgency and structure, pushing you to stay focused and committed.

✗ "Someday, I'll finish the project management course."

✓ "I will complete the project management course within 6 months."



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