



# Developing SMART Goals

## Authors:

**Karen Whitfield** BSc(Hons)Pharm, MSc,  
PhD, Ad Pract Pharm

Associate Professor School of Pharmacy,  
University of Queensland

## Learning Outcomes:

To identify your goals and turn them  
into SMART goals

## What are SMART goals?

### Do you ever feel like you're working hard but not getting anywhere?

Do you feel you want to develop your  
knowledge or skills but not sure how  
to get there?

Setting SMART goals means you can  
clarify your ideas, focus your efforts, use  
your time and resources productively,  
and increase your chances of achieving  
what you want in life.

### SMART goals stand for:

- Specific
- Measurable
- Attainable
- Relevant
- Timely

### Examples of SMART Goals.

- Read A Book Every Month for  
The Next Year
- Take a 20-Minute Walk on my  
Lunch Break 4 Times Per Week
- Write in a Gratitude Journal Every  
Night for 10 Mins

**This tool is designed to help you  
identify your goals and turn them  
into SMART goals.**

## Step 1. Where to Start?

**Think about your top two goals that you would like to achieve.**

List all the things you can in the table below using the SMART principles

<p><b>S</b> Specific</p>	<ul style="list-style-type: none"> <li>• Consider who needs to be involved to achieve the goal</li> <li>• Think about exactly what you are trying to accomplish</li> <li>• Determine any related obstacles or requirements.</li> </ul>	Goal 1	Goal 2
<p><b>M</b> Measurable</p>	<ul style="list-style-type: none"> <li>• What will you measure to determine if you have met your goal? If it's going to take months to complete - set smaller targets by considering specific tasks to complete.</li> </ul>	Goal 1	Goal 2
<p><b>A</b> Achievable</p>	<ul style="list-style-type: none"> <li>• How important is the goal to you? What can do to make it achievable?</li> <li>• Do you have the tools/skills? If not, consider what it would take to get them.</li> </ul>	Goal 1	Goal 2
<p><b>R</b> Relevant</p>	<ul style="list-style-type: none"> <li>• Explain why this goal is relevant for you and what it would mean if you achieved it.</li> </ul>	Goal 1	Goal 2
<p><b>T</b> Time bound</p>	<ul style="list-style-type: none"> <li>• Set a realistic deadline</li> </ul>	Goal 1	Goal 2

## Step 2. Let's Create and turn them into SMART Goals

**Initial Goal**

*Write your goal here*

**S**

**Specific**

*What do you want to achieve?*

**M**

**Measurable**

*How will you measure progress?*

**A**

**Achievable**

*What do you need to make this achievable – skills, networks, finance?*

**R**

**Relevant**

*Why am I setting this goal now?*

**T**

**Time bound**

*What is the deadline or timeline?*

**SMART Goal  
Review**

*Review what you have written and write your final SMART goal*

## Step 3. Action Plan

Let's make things happen by formulating an action plan and keeping yourself accountable.

**Action 1:**

*Complete by date:*

---

**Action 2:**

*Complete by date:*

---

**Action 3:**

*Complete by date:*

---

For further resources,  
visit [www.gritpharm.com](http://www.gritpharm.com)

**GRIT**