

SMART Goals

- Specific – what specifically do you want to try achieving?
- Measurable – How will you (and others) know if you are making progress?
- Attainable – Is it realistic? How confident are you that you can succeed?
- Relevant – Why is this goal important to do?
- Timebound – When will you start working towards your goal? When will you achieve this goal?

Problem Solving Steps

- 1. Identify Problem
- 2. Brainstorm A List of Possible Solutions
- 3. Evaluating Strengths and Weakness of Possible Solutions
- 4. Selecting a Solution to Implement
- 5. Implementing Solution + Monitoring Progress