AIM SMART

Get from where you are to where you want to be with AIM SMART.

This might look a little different from what you're used to. Usually, we aim for big goals with lots of steps that can take a long time to achieve.

The AIM SMART method suggests something different. Instead of focusing on big goals, it encourages breaking things down into smaller goals. This helps in two ways: 1) it makes it easier to take action because you're looking at the very next step; 2) it turns vague, ongoing goals into specific ones with deadlines, making them easier to prioritize alongside other time-bound tasks

AIM

Decide on a goal: _____

A – Acceptable: What is the minimum you can do? _____

I – Ideal: What is the maximum you can do? _____

M – Middle: What is the middle; a realistic stretch? _____

SMART

Write your ***middle*** goal from the AIM process: _____

Now, follow this SMART process:

S – Specific: What exactly is the **first step** of the action/goal you identified?

_____

M – Measurable: For what you have listed in "Specific," make sure you have qualified or quantified the measure of success.

A – Achievable: Is the initial step (listed in "Specific") possible to achieve? ____ YES or NO _____

R – Reasonable: How reasonable is it that what you're saying you're going to do can be done **at this time?**

_____

T – Time-Oriented: By when, exactly, will you complete this **first step** of the goal?

_____

TIPS

- *If you answer that it is not achievable or reasonable, go back to the start of the goal setting process and adjust your goal.*
- *Decide how you will follow up and be accountable to the goal upfront.*