



*We envision a Jamaica where students are inspired and empowered to succeed and to positively impact their community.*

## SMART GOALS

SMART is a well-established tool that you can use to plan and achieve your goals. While there are several interpretations of the acronym's meaning, the most common one is that goals should be Specific, Measurable, Achievable, Relevant, and Time-bound.

When you use SMART, you can create clear, attainable and meaningful goal. This allows you to manage your time effectively to meet the targets required to achieve a goal. For example, "I want to do good in school" By when? How? What is "good" ...You get the picture.

To make sure your goals are clear and reachable, each one should be:

**Specific (simple, sensible, significant).**

**Measurable (meaningful, motivational).**

**Achievable (agreed, attainable).**

**Relevant (reasonable, realistic and resourced, results-based).**

**Time bound (time-based, time limited, time/cost limited, timely, time-sensitive).**

With that said, for your portfolio, you will create a list of SMART Goals for your life. You can investigate your future career, school, and extracurricular activities, and anything you want.

Here is a way to start thinking about your goals

Three things I would like to accomplish in high school are:

- 1.
- 2.
- 3.



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Three things I would like to accomplish after high school are:

- 1.
- 2.
- 3.

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## GOAL SETTING TIPS

The following guidelines will help you to set effective goals:

- State each goal as a positive statement: Express your goals positively – ‘Execute this technique well’ is a much better goal than ‘Don’t make this stupid mistake.’
- Be precise: Set a precise goal, putting in dates, times and amounts so that you can measure achievement. If you do this, you will know exactly when you have achieved the goal and can take complete satisfaction from having achieved it.
- Set priorities: When you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by too many goals and helps to direct your attention to the most important ones.
- Write goals down: This crystallizes them and gives them more force.
- Keep operational goals small: Keep the low-level goals you are working towards small and achievable. If a goal is too large, then it can seem that you are not making progress towards it. Keeping goals small and incremental gives more opportunities for reward. Derive today’s goals from larger ones.
- Set performance goals, not outcome goals: You should take care to set goals over which you have as much control as possible. There is nothing more dispiriting than failing to achieve a personal goal for reasons beyond your control. In business, these could be bad business



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environments or unexpected effects of government policy. In sport, for example, these reasons could include poor judging, bad weather, injury, or just plain bad luck. If you base your goals on personal performance, then you can keep control over the achievement of your goals and draw satisfaction from them.

- Set realistic goals: It is important to set goals that you can achieve. All sorts of people (employers, parents, media, society) can set unrealistic goals for you. They will often do this in ignorance of your own desires and ambitions. Alternatively, you may set goals that are too high, because you may not appreciate either the obstacles in the way or understand quite how much skill you need to develop to achieve a level of performance.

### Instructions

Create a list of SMART Goals for yourself. You must consider short term goals (1-3 years) and long-term goals (4-10 years) in this list.

### Limit

Exploration: Minimum 4

Career Discovery: Minimum 5

College Prep and Internship: Minimum 6

### Sample

1. I would like to finish fifth form with distinctions in all my subjects, i.e. Additional Mathematics, Biology, Caribbean History, Chemistry, English, Information Technology, Mathematics, Physics, and Spanish, and a possible placement in the national merit list for Spanish, Chemistry, or Information Technology
2. I would like to have six ones for Biology, Chemistry, Physics, Computer Science, Spanish, and Pure Mathematics for CAPE Unit 2 before the beginning of Upper Sixth Form
3. I would want to finish my novel series and publish it on Wattpad and be the #1 in Chick lit or Romance for a month, the first Jamaican to do so, before the end of 2018



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4. I want to create a tutoring program in my school for all year groups with students who excel or have excelled in the subjects that students are chronically underperforming and have it running for at least 3 years and raise the school average by at least 4 percent before I graduated from my undergraduate degree.