

SMART GOAL

Delia Memorial School
(Glee Path)



GOAL STATEMENT:

A goal statement should be **Specific, Measurable, Achievable, Relevant and Time bound**.

Specific (simple, sensible, significant).

- What do I want to accomplish? 我希望達到甚麼目標？
- Why is this goal important? 為什麼我需要達到這個目標？
- Who is involved? 這個目標會關係到誰？
- Where is it located? 這個目標在哪裡完成？
- Which resources or limits are involved? 要達成這個目標，需要有什麼資源？達成這個目標有什麼困難？

Measurable (meaningful, motivating).

- How much? How many? 多少？
- How will know when it is accomplished? 如何判斷這個目標達成與否？

Achievable (agreed, attainable).

- How can I accomplish this goal? 我可如何達到這個目標？
- How realistic is the goal? 這個目標可行嗎？

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

- Does this seem worthwhile? 這個目標值得去達成嗎？
- Is this the right time? 這是適合完成目標的時候嗎？
- Does this match our other efforts/needs? 這個目標符合我的需求嗎？
- Am I the right person to reach this goal? 我是達到這個目標的合適人選嗎？

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

- When? 甚麼時候？
- What can I do six months from now? 在接下來的六個月，我可以做甚麼？
- What can I do six weeks from now? 在接下來的六個星期，我可以做甚麼？
- What can I do today? 我今天可以做甚麼？