

Set your...

# SMART GOALS

Why is it so important to formulate adequate goals while studying?

The way in which you set your goals has consequences on your **study method**, the way you **plan**, and how you **feel** while studying. Learning to formulate goals that enable you to study in a focused and efficient way, can help you to feel a sense of achievement and satisfaction for the work you have done and as such to feel more motivated to continue with your work.

A useful tool for setting clear and simple goals is the **SMART goal** technique (Specific, Measurable, Achievable, Relevant and Time-bound).

Try it out!

Specific

**S**  
G

What do you want to do exactly?

Measurable

**M**  
O

How will you know when you've reached it?

Achievable

**A**  
A

Is it in your power to accomplish it?

Relevant

**R**  
L

Is reaching your goal relevant to you?

Time - bound

**T**  
S

When exactly do you want to accomplish it?

While formulating your goal, ask yourself some guiding questions. You can use the questions above and you can also look for other questions that could help you, e.g.: How much time do I need to finish this task? When do I want to start? When will I take a break? Do I really have the time and the energies today to accomplish it?

Try to define your goal precisely. You can also imagine that you are giving instructions to someone else who is not familiar with the task. Would this person understand what to do? If the answer is yes, then your goal is well formulated!

## Let's try!

### Specific

S



Reading Chapter 1 from page 3 to page 30, underline keywords.



Reading a bit of the course's book.

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### Measurable

M



I know I will finish my work when I will have read 27 pages.



I will see what I manage to read today.

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### Achievable

A



I have enough time today to read and process 27 pages.



I don't have time today, but maybe I can read it while I am on the train, if I find a spot to sit.

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### Relevant

R



I am up to date with my classes. Reading Chapter 1 is my next priority in order to pass this course.



I want to attend the following lecture, but in order to understand it, I should watch the previous lecture first. However, I am not motivated/don't have time.

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### Time - bound

T



I will start this morning at 9.00 am and I will finish at 12.00, with 2 breaks of 20 min.



I will see when I have time this week.

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