The acronym SMART has a number of slightly different versions, which can be used to provide a more comprehensive definition for goal setting:

**S** – Specific, significant, stretching

**M** – Measurable, meaningful, motivational

**A** – Agreed upon, attainable, achievable, acceptable, action-oriented

**R** – Realistic, relevant, reasonable, rewarding, results-oriented

**T** – Time-based, timely, tangible, trackable

S

This provides a broader definition that will help you to be successful in both your business and personal life.

**Specific – A specific goal has a much greater chance of being accomplished than a general goal.** To set a specific goal you must answer six **“W”** questions and one **“H”** question:

* **Who: Who is involved?**
* **What: What do I want to accomplish?**
* **Where: Identify a location.**
* **When: Establish a time frame**
* **Which: Identify requirements and constraints**
* **Why: Specific reasons, purpose or benefits of accomplishing the goal.**
* **How: How will I show myself and others that I have reached this goal.**

**M**

**Example:** A general goal would be, “get in shape.” But a specific goal would say, “Join a gym and workout 3 days a week”

**Measurable – Establish concrete criteria for measuring progress toward the attainment of each goal you set.** When you measure your progress, you stay on track, reach your target dates, You are 49% more likely to reach your goal if you write it down and monitor your progress, or as Yogi Berra put it: "If you don't know where you are going you might wind up someplace else". To determine if your goal is measurable, ask questions such as…. How much? How many? How will I know when it is accomplished?

**A**

**Attainable – When you identify goals that are most important to you, you begin to figure out ways you can make them come true.** You develop the attitudes, abilities, and skills to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allows you to possess them.

**R**

**Realistic – To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work.** A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labour of love.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

**T**

**Timely – A goal should be grounded within a time frame.** With no time frame tied to it there’s no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? “Someday” won’t work. But if you anchor it within a timeframe, “by May 1st”, then you’ve set your unconscious mind into motion to begin working on the goal.

**T** can also stand for **Tangible** – A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.

Additional Resources: <https://www.mindtools.com/pages/article/newHTE_90.htm>

<https://science.howstuffworks.com/life/inside-the-mind/emotions/happy-with-yourself2.htm>

<https://positivepsychology.com/goal-setting/>

Every week you should be checking in on your SMART Goals for this semester. It is your job to look at your goal every week, speak with your supervisor to assist in both the choosing and the monitoring of your progress. Create an entry once a week or for any major event. For example, if you have hit a stumbling block then you and your supervisor should revisit and rewrite your goal and monitoring plan and create a new entry. By doing this you will have honed a valuable life skill and participated in self-monitoring -a skill that all employers would be pleased to know you know how to do.

When choosing skills or behaviours to improve on - think about those skills and behaviours that are directly related to the Co-Op course outcomes or your work placement. A good idea is to do some research on the essential skills required by the occupation. This information can be found by looking up the NOC (National Occupational Classification) code for the occupation and then looking at the essential skills for the occupation.

**Occupation search :** <http://www10.hrsdc.gc.ca/es/English/search_occupation_name.aspx>

**NOC Codes listings:** [http://noc.esdc.gc.ca/English/NOC/QuickSearch.aspx?ver=16&val65=\*](http://noc.esdc.gc.ca/English/NOC/QuickSearch.aspx?ver=16&val65=*)

**Noc related assistance:** <https://www.canada.ca/en/employment-social-development/services/noc.html>

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| **Grade 12 Coop Outcomes** |

**GCO 1:** Demonstrate preventative safety measures and practices

SCO 1.1 Students demonstrate awareness of safety and preventative measures including: identify/recognize WHMIS symbols; understand and follow MSDS practices in the workplace

SCO 1.2 Research potential hazardous situations specific to their co-op work placement: describe the causes and types of common injuries in the workplace; recognize employee and employer responsibilities for safe working environments; know how to report unsafe working conditions and work-related injuries

**GCO 2:** Recognize essential skills required for success in the workplace

SCO 2.1 Identify communication skills; comprehension of written, oral, technical, etc. information

SCO 2.2 Manage information; locate, gather and organize data using current technologies

SCO 2.3 Practice problem solving strategies; assess situations, seek different points of view, identify root causes, make recommendations or decisions, and check to see if solution works

SCO 2.4 Apply personal growth management skills; demonstrate positive attitudes and behaviors, be responsible, adaptable, practice ongoing learning, and work safely

SCO 2.5 Contribute productively using teamwork skills; work with others and participate in projects and tasks

SCO 2.6 Recognize and record personal skills and correlate with skills stated as essential

**GCO 3:** Identify career opportunities and follow procedures

SCO 3.1 Prepare a concise chronological resume, demonstrating academic ability, job/volunteer experiences, related skills, and character references

SCO 3.2 Understand the required the format to be used when constructing a cover letter to a potential employer

SCO 3.3 Identify stages of the interview process and common interview questions

**GCO 4:** Comprehend rights of employees in the workplace with reference to mediation, negotiation and legislation

SCO 4.1 Understand the importance of human rights (the right to know, participate and refuse unsafe work)

SCO 4.2 Determine what constitutes discrimination and harassment

SCO 4.3 Recognize techniques for practicing workplace etiquette and preventing discrimination in the workplace

**GCO 5:** Understand and implement the process of self-assessment through personal reflection and collection of data

SCO 5.1 Complete the Myers Briggs Personality test

SCO 5.2 Determine personal interests and match to potential career opportunities using Career Cruising or similar tool

SCO 5.3 Identify a career interest and prepare a research paper demonstrating knowledge of required skills, post-secondary requirements, day-to-day workplace expectations, responsibilities and working conditions including hours, salary, etc.

SCO 5.4 Create a professional, personalized document (Portfolio) highlighting knowledge, skills, and abilities that may be presented to an employer for potential employment opportunities

**Lists of Workplace Skills and Habits:**

Workplace Skills: Workplace Habits:

Working Safely

Attendance

Attitude

Self-Advocacy

Relations with others

Dependability

Initiative

Handling Criticism

Judgement

Working Independently

Customer Service (inside & outside customers)

Organization

Entrepreneurship

Reading Text

Document Use

Writing

Numeracy

Oral Communication

Written Communication

Thinking Skills

Working with others

Computer Use

Continuous Learning

Career specific skills (tools equipment etc.)

**Template for Constructing SMART Goals: Week # \_\_\_\_\_**

|  |  |
| --- | --- |
| 1. **What** do I want to learn how to do? be **specific** (Skills or habits) | I Will: |
| 2. **Why** do I need this (focus on purpose – what purpose would knowing more about this serve?)3. **How** will I show myself and others I know this? What **evidence** can I use to prove myself capable of this?A. what steps will you need to take to reach your goal?B. What is the specific task you will be able to complete to demonstrate your learning? (How will you show your success?)4. **When** do I start and finish? Who tests me? Who will observe me doing this skill?5. **Who** is part of this process? Who has the skills to teach me? Who can assess my final product?6. **Where** will I perform this? Where (and how soon?) might I need this skill? |  |
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**Track your progress over the next 3 weeks. If you meet your goal choose another, if not keep working toward the goal – But revisit & rewrite the goal plan on a new sheet.**

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| --- | --- | --- | --- |
| **Progress**  | 1. **Condition**

**(When, Where, How)** | **2. Observable Behaviour** | **3. Criteria****What does success look like?** |
| With what materials and under what circumstances did I practice working toward this goal: | What evidence can I show to demonstrate my learning? | Have I reached the goal or do I need more practice? (Do I need to revisit the goal steps?) |
| **Week 1** |  |  |  |
| **Week 2** |  |  |  |
| **Week 3** |  |  |  |

When choosing skills or behaviours to improve on - think about those skills and behaviours that are directly related to your Co-Op experience and/or future career. A good idea is to do some research on the essential skills required by the occupation. This information can be found by looking up the NOC (National Occupational Classification) code for the occupation and then looking at the essential skills for the occupation. **Occupation search :** <http://www10.hrsdc.gc.ca/es/English/search_occupation_name.aspx>