

The **SMART** Way to Achieve **YOUR GOALS**



» There are four components to your success as an academic investigator, educator, or clinician:

1

Establish and manage your short-term (1-3 years) and long-term (5-10 years) goals.

2

Prioritize time every day to write by scheduling it into your calendar.

3

Find a mentor or coach to help you stay on track to achieving your goals.

4

Prepare for promotion and tenure from the first day of your faculty appointment.

Use goals to achieve success

Goal setting is often challenging and **may take several attempts** to establish. A mentor can help clarify a set of goals with you, although be sure to create an initial list to discuss in order to establish the framework and focus for your mentoring sessions.

When working on goals, be sure to capture them by writing them down. Goals can include personal as well as professional goals. To be the most effective, you need to meet “SMART” goal criteria.

S. M. A. R. T.

Specific

*What is to be accomplished?
Is it clearly defined?*

Measurable

How will attainment or success of the goal be measured?

Action-Oriented

Is the goal attainable? How will it prepare or change your future?

Realistic

Does it make sense, given your current circumstances and resources?

Timely

Is it appropriate to your needs and is there sufficient time available to reach the goal?



Visit unmc.edu/mentoring for more information

Additional Resources

Doran, G. T. (1981). There's a S.M.A.R.T. way to write management's goals and objectives. *Management Review*, 70(11), 35-36.

There is no right or wrong answer to how many goals should be identified. However, “R” is for realistic and that is not only for each goal but for the total goals chosen.



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