



# STUDYING SMART

SMART IS AN ACRONYM DESIGNED TO HELP YOU WITH YOUR GOAL SETTING AND TIME MANAGEMENT. HAVE A BIG DEADLINE COMING UP? TRY OUT THIS METHOD TO GUIDE YOUR STUDYING

## SMART STANDS FOR:

**SPECIFIC**  
**MEASURABLE**  
**ACHIEVABLE**  
**RELEVANT**  
**TIME BOUND**

But what does that even mean? We break it down here:

### *SPECIFIC*

Your goal should be specific and clear. Let's say you want to ace your final essay. Make sure you are clear about what you want to achieve and why it is important to you.

### *MEASURABLE*

Set measurable goals that help you keep on track. Perhaps your final essay is 2,000 words and due in three weeks. This can seem like a daunting number... The trick? Plan on writing small amounts each day. All you need is 95 words, about the length of a small paragraph. Tip: Treat yourself after you've completed each small task.

### *ACHIEVABLE*

Your goal should be realistic. For example: are you aiming to do all your studying in one go, the day before your final essay? Is reading, processing, and understanding hundreds of pages in one day something you can practically achieve? No? Then focus on breaking up your task into smaller, more achievable bits over a longer period of time, and you'll be golden.

### *RELEVANT*

How is this goal relevant to you? Does acing your essay mean you'll improve your overall grade? Whatever your aim is, it should seem worthwhile and relevant to the other goals you're trying to achieve.

### *TIME-BOUND*

This is all about deadlines. If you have your deadline in mind, ask yourself: How much time do I need to prepare? What do I need to do today to work towards achieving my goal? If you do that every day before your essay is due, it'll get done. Reminder: If you set goals that someone else has control over (ie your final grade or whether or not you get a job), remember that you can't control what others decide, but you can control the effort you put into it. If you know you did your absolute best, that is a win.



# SMART

## GOAL SETTING

CHOOSE A GOAL AND FILL OUT THE SMART WORKSHEET  
BELOW TO HELP YOU ACHIEVE SUCCESS.

### SPECIFIC

What is my goal and why is this goal important to me?

### MEASURABLE

How can I measure my progress and stay motivated to achieve my goal?



# SMART

## GOAL SETTING

CHOOSE A GOAL AND FILL OUT THE SMART WORKSHEET  
BELOW TO HELP YOU ACHIEVE SUCCESS.

### ACHIEVABLE

Is my goal attainable? If so, how  
can I best accomplish this goal?

### RELEVANT

Why do I want to achieve my goal?  
Is it relevant to my other needs?



# SMART

## GOAL SETTING

CHOOSE A GOAL AND FILL OUT THE SMART WORKSHEET BELOW TO HELP YOU ACHIEVE SUCCESS.

### TIME-BOUND

When will I make the time to achieve this goal? What can I do today?

