

SMARTEST GOALS

	BIG GOAL	SUB-GOAL(S)	TASK, ACTION
EXAMPLE: Literature review			
SPECIFIC – What is the end result of this goal?	The literature review is finished.	I have the structure and the headings for the literature review.	Literature search. Read literature to determine whether it is suitable for my review.
MEASURABLE – How do you now that you have reached your goal?	I have enough content and references in my review. My supervisor has approved it.	I have taken into account the different theoretical and practical viewpoints of my subject. The literature review paints a picture of the current state in my field and the contribution of my research.	This literature will help me define my research questions and position my research within the field.
ATTAINABLE – Is reaching this goal within your control?	A lot is in my hands but I also need advice and comments from the supervisor/advisor.	A lot is in my hands but I also need advice and comments from the supervisor/advisor.	Executing this task is in my hands. I do, however, have to consider different obstacles and challenges in order to be prepared to react to them.
REFLECTION – How will you evaluate your progress towards this goal?	I follow my progress in terms of schedule and quality by self-reflection and feedback from others.	I seek and receive feedback from others.	I keep a clear list of what I have already done and what still ahead regarding this specific task.
TIME-BOUND – When will you achieve this goal?	A date in about 3-6 months.	A date in about 1-3 months.	A date this week or in the next weeks.
A good goal is also:			
ENTHUSIASTIC – Is your goal challenging and are you enthusiastic about it?	I am enthusiastic about finishing the literature review, because it is one of the most pivotal pieces of my thesis.	Getting the structure right would mean having something to guide me through the writing.	I am not that keen on reading all the literature, but when I keep my goal in mind, I stay focused.
SIGNIFICANT – What does reaching this goal mean to you?	Finishing this part would mean that my thesis will actually most probably get done.	If I get the structure done, I know that I am able to write the whole thing and that my research really has a place in the literature.	I would show myself that I am able to read and write demanding scientific text.
TRANSPARENT – Have you shared this goal to others?	My friends know about this goal. I also shared in on Twitter.	I have shared this goal with my supervisor.	I will share this goal with my research group in our weekly meetings.