**Setting S.M.A.R.T. Goals**

Setting goals with your apprentice helps to maximize their experience. They can provide a sense of purpose and direction and can help determine what the apprentice hopes to gain and accomplish during the experience. The goals also serve as expectations for the apprenticeship, allowing you to evaluate their progress on an ongoing basis. Therefore, it is important to record the goals at the beginning, so that they can be easily referenced.

**Smart Goals**

Make sure they are developing SMART goals, which are:

**S**pecific: Be clear about what you want to accomplish and why it is important. This clarity and specificity will be helpful as you craft goals that are measurable, achievable, realistic, and timed.

**M**easurable: Determine how you will know when your goals have been met. Incorporate specific numbers. This will help you to track your progress.

**A**chievable: Set attainable goals. Identify small action steps that will help you to make progress. If you reach your goals, create new ones.

**R**ealistic: Be realistic about what you can achieve given the available resources, time, and supervisor’s expectations. This will help you to move forward and keep you from feeling disheartened by unfeasible goals.

**T**imed: Establish deadlines for your goals as well as a timeline for smaller action steps.

Examples of SMART goals are:

1. Draft 10 Twitter and 10 Facebook posts that align with the organization’s social media strategy.
2. Conduct five informational interviews at the internship site to get a better sense of opportunities in the field.
3. Grow average non-rooms revenue per guest by $37 by end of Q4
4. Spend an extra five minutes with each new patient and ask questions about their lives to learn at least three interests we can discuss to distract them from stress about their condition.
5. By October 1st I will be using new recipes to offer beans, baked chicken, or broiled fish

once every day so the patients in my care will be consuming more lean protein and less

fat.