

SMART Goals

Setting goals helps you get there. I can't tell you where "there" is because it is different for everyone - wherever you would like to be, setting great goals will help you achieve big things.

Setting SMART goals is the way to do it. The takeaways for this e-mail are simply the words within the acronym. The only way these words will be meaningful for you is if you understand how they can make an impact on your life.

Key Takeaways:

SMART goals are:

- Specific
- Measurable
- Attainable
- Reaching
- Timely

Your Homework Assignment is this: Set one SMART goal you want to work towards in the next three months (you can set more if you want!).

Use this worksheet to map out your goals goals thoroughly – this structure should help you when creating goals in the future.

SMART Goal-Setting Worksheet

Step 1: Define your goal as concisely as possible.

I will:

Step 2: Make your goal detailed and SPECIFIC. Define the WHO / WHAT / WHERE / WHEN /HOW.

HOW will you reach this goal? What 3 specific actions will you take?

- 1.
- 2.
- 3.

Step 3: Make your goal MEASURABLE. Define the details and measurements.

I will measure and track my goal in the following way (use numbers or any methods of your choice):

When the following happens, I will know that I have successfully reached my goal:

Step 4: Make your goal ATTAINABLE. Do you need additional resources to achieve success?

Items I need to reach this goal:

How I will make the time to achieve this goal:

Things I need to learn to achieve this goal:

Step 5: Make your goal REACHING. Take some time to reflect. Are you challenging yourself enough? Are you on track to reach your goal?

Step 6: Make your goal TIMELY.

I will reach my goal by (date): ____/____/____.

My halfway benchmark will be (goal) _____ on (date) ____/____/____.

Additional dates and milestones I am aiming for: