

SETTING YOUR **SMART GOALS**

ABOUT SMART GOALS

The SMART goal-setting framework enables you to set clear and measurable goals while encouraging you to think about the steps you need to take to get there. Whether you're setting goals for the week or the year, this template will help you clarify your thinking and allow you to track your progress.

YOUR 'BIG GOAL'

Define what it is you want to achieve.

STEP 1: BE SPECIFIC

How will you reach this goal? Who will be involved?

STEP 2: MAKE IT MEASURABLE

How can you measure progress? How will you know if you have achieved your goal?

STEP 3: MAKE IT ATTAINABLE

Do you have the skills and time required to achieve your goal? If not, how can you obtain them?

STEP 4: MAKE IT RELEVANT

Why are you setting this goal now? Is it aligned with your overall objectives?

STEP 5: MAKE IT TIME-BOUND

What is your deadline for achieving this goal? Is it realistic?

REVIEWING YOUR **SMART GOALS**

BE RESPONSIVE

SMART goals are pretty much worthless unless you regularly review the progress you are making towards achieving them. Pay attention to any obstacles that crop up, and refine your tasks and deadlines as you go along.

REVIEW PROGRESS

Are you where you wanted to be at this point in the process? If not, why not? Do you need to set a new deadline?

OBSTACLES

What obstacles have you encountered in working towards your goal?

BIGGEST CHALLENGE

What is the biggest challenge you have faced in trying to achieve your goal?

OVERCOMING OBSTACLES

What three steps can you take to mitigate these obstacles and challenges?

REFINE GOALS

Do you need to think differently about the smaller steps you need to take in order to achieve your 'BIG GOAL'? What are they?