



SETTING SMART GOALS!

Use the acronym *SMART*
to set goals and stay organized!



S.M.A.R.T GOAL SETTING

I wrote a blog post in May of 2017 ([click here](#)) about setting goals using the acronym S.M.A.R.T, which stands for Specific, Measurable, Attainable, Relevant, and Track-able.

This simple system has helped countless people, including myself, to set and attain goals. It helps you to be organized and to be able to track your results so that you can repeat steps that work and adjust steps that do not work in the attainment of your goals.

Let's get started!

1. Specific: What do you want to accomplish? Be precise and try answering these questions:

What is the benefit of accomplishing this goal?
Will it improve my circumstances?

Who benefits? How do they benefit?

When must the goal be completed?
Is that time frame realistic?

Why am I creating this goal?
How does it serve me?

How can I accomplish this goal?
What steps must I take?
How long should each step take?



2. Measurable: There is a quote that says "If you do not know where you are going, how will you know when you get there?"

You must be able to measure the results. If it is going to take a few months or a year to complete the goal, then break it down into smaller chunks, perhaps with mini-goals that can be measured monthly or weekly, so that you can track your progress.

3. Attainable: If it is important to you to achieve this goal, then you may need to go outside of your comfort zone to complete some of the steps. You may need to change your attitude, or re-think how you are looking at it to see new possible solutions. This growth is good, and can be used as a motivator in future goals.

4. Relevant: The goal needs to be in alignment with other steps that you are taking in your life or business. All of your goals should support your vision, and each goal that you achieve should move you forward towards attaining something worthwhile and positive in your life.

5. Track-able: It is important to measure the success of the progression of your goal, and make adjustments as necessary. If it becomes clear to you that what you are working on is not going to help you achieve your goal, do not be afraid to switch to another tactic or process.

SPECIFIC GOAL

DATE OF GOAL COMPLETION: _____

ANSWER THE WHAT, WHO, WHEN, WHY, AND HOW OF YOUR GOAL

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NOTES

WHAT MUST I DO TO ACCOMPLISH THIS GOAL?

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HOW WILL I KNOW IF I HAVE ACHIEVED MY GOAL?

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NOTES

WHAT MUST I LEARN OR CHANGE TO ACHIEVE MY GOAL?

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CAN I ACHIEVE MY GOAL IN THE TIME FRAME?

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N O T E S

IS THIS GOAL IN ALIGNMENT WITH THE REST OF MY LIFE GOALS?

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IS THIS GOAL REALISTIC?

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NOTES

AM I GIVING MYSELF ENOUGH TIME TO ACHIEVE THIS?

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AT WHAT POINT WILL I MAKE AN ADJUSTMENT TO THIS GOAL?

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