GOAL SETTING WORKBOOK

GOALS:

1.

2.

3.

GOAL SETTING

SETTING SMART GOALS IS A POWERFUL TECHNIQUE THAT CAN HELP YOU CLARIFY YOUR OBJECTIVES, FOCUS YOUR EFFORTS, AND INCREASE YOUR CHANCES OF SUCCESS. SMART STANDS FOR **SPECIFIC**, **MEASURABLE**, **ACHIEVABLE**, **RELEVANT**, AND **TIME-BOUND**. HERE'S A DETAILED STEP-BY-STEP GUIDE ON HOW TO WRITE SMART GOALS:

01

STEP 1: IDENTIFY YOUR GOAL

ISTART BY IDENTIFYING THE SPECIFIC GOAL YOU WANT TO ACHIEVE. MAKE SURE IT IS CLEAR AND CONCISE. AVOID VAGUE OR GENERAL STATEMENTS. FOR EXAMPLE, INSTEAD OF SAYING "I WANT TO LOSE WEIGHT," YOU MIGHT SAY "I WANT TO LOSE 15 POUNDS."

02

STEP 2: MAKE IT SPECIFIC (S)

CLEARLY DEFINE WHAT YOU WANT TO ACCOMPLISH. ASK YOURSELF THE WHO, WHAT, WHERE, WHEN, AND WHY QUESTIONS TO ADD SPECIFICITY TO YOUR GOAL. THIS HELPS YOU FOCUS ON THE DETAILS. FOR EXAMPLE, IF YOUR GOAL IS TO IMPROVE YOUR FITNESS, YOU COULD MAKE IT MORE SPECIFIC: "I WANT TO RUN A 5K RACE IN UNDER 30 MINUTES BY THE END OF THE YEAR."

03

STEP 3: MAKE IT MEASURABLE (M)

DETERMINE HOW YOU WILL MEASURE YOUR PROGRESS AND KNOW WHEN YOU HAVE ACHIEVED YOUR GOAL. ESTABLISH CONCRETE CRITERIA THAT ALLOW YOU TO TRACK YOUR SUCCESS. IN OUR EXAMPLE, YOU CAN MEASURE PROGRESS BY TRACKING THE DISTANCE YOU CAN RUN EACH WEEK AND YOUR RACE TIME.

STEP 4: MAKE IT ACHIEVABLE (A)

04

ENSURE THAT YOUR GOAL IS REALISTIC AND ATTAINABLE. CONSIDER YOUR RESOURCES, TIME, AND ABILITIES. SETTING A GOAL THAT IS TOO AMBITIOUS CAN LEAD TO FRUSTRATION OR BURNOUT. IN THE RUNNING EXAMPLE, ASSESS WHETHER YOU HAVE ENOUGH TIME TO TRAIN AND WHETHER YOUR FITNESS LEVEL ALLOWS YOU TO WORK TOWARDS A 5K RACE.

STEP 5: MAKE IT RELEVANT (R)

05

ENSURE THAT YOUR GOAL IS RELEVANT AND ALIGNED WITH YOUR BROADER OBJECTIVES AND VALUES. ASK YOURSELF IF ACHIEVING THIS GOAL WILL HAVE A POSITIVE IMPACT ON YOUR LIFE. IF THE 5K RACE ALIGNS WITH YOUR DESIRE TO IMPROVE YOUR OVERALL HEALTH AND FITNESS, THEN IT IS RELEVANT.

STEP 6: MAKE IT TIME-BOUND (T)

06

SET A SPECIFIC TIMEFRAME FOR ACHIEVING YOUR GOAL. THIS CREATES A SENSE OF URGENCY AND HELPS YOU STAY FOCUSED. DEFINE A DEADLINE OR TARGET DATE. FOR INSTANCE, YOU COULD SET A TIME FRAME OF SIX MONTHS TO PREPARE FOR THE 5K RACE.

STEP 7: WRITE YOUR SMART GOAL

07

NOW, COMBINE ALL THE ELEMENTS YOU'VE WORKED ON INTO A WELL-DEFINED SMART GOAL STATEMENT. USING OUR EXAMPLE, YOUR SMART GOAL MIGHT LOOK LIKE THIS: "I WILL RUN A 5K RACE IN UNDER 30 MINUTES BY TRAINING THREE TIMES A WEEK FOR THE NEXT SIX MONTHS."

STEP 8: PLAN YOUR ACTIONS

08

BREAK DOWN YOUR SMART GOAL INTO ACTIONABLE STEPS. CREATE A PLAN OUTLINING WHAT YOU NEED TO DO TO ACHIEVE YOUR GOAL. THIS COULD INVOLVE FINDING A TRAINING PROGRAM, SCHEDULING WORKOUTS, AND TRACKING YOUR PROGRESS.

STEP 9: MONITOR AND ADJUST

09

REGULARLY MONITOR YOUR PROGRESS TOWARDS YOUR SMART GOAL. TRACK YOUR ACHIEVEMENTS, MAKE ADJUSTMENTS TO YOUR PLAN IF NEEDED, AND STAY ACCOUNTABLE. IF YOU NOTICE YOU'RE FALLING BEHIND, ADJUST YOUR ACTIONS ACCORDINGLY.

STEP 10: CELEBRATE YOUR SUCCESS

10

ONCE YOU ACHIEVE YOUR SMART GOAL, TAKE THE TIME TO CELEBRATE YOUR ACCOMPLISHMENT. RECOGNIZE YOUR HARD WORK AND DEDICATION. CELEBRATING YOUR SUCCESSES CAN MOTIVATE YOU TO SET AND ACHIEVE MORE SMART GOALS IN THE FUTURE.

REMEMBER, THE SMART GOAL FRAMEWORK IS A VERSATILE TOOL THAT CAN BE APPLIED TO VARIOUS AREAS OF YOUR PERSONAL AND PROFESSIONAL LIFE. BY FOLLOWING THESE STEPS, YOU CAN INCREASE YOUR CHANCES OF TURNING YOUR ASPIRATIONS INTO CONCRETE ACHIEVEMENTS.

SMART GOALS

WHEN SETTING GOALS, MAKE SURE IT FOLLOWS THE SMART STRUCTURE. USE THE QUESTIONS BELOW TO CREATE YOUR GOALS.

S

SPECIFIC

WHAT DO I WANT TO ACCOMPLISH?

M

MEASURABLE

HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?

A

ACHIEVABLE

HOW CAN THE GOAL BE ACCOMPLISHED?

R

RELEVANT

DOES THIS SEEM WORTHWHILE?

T

TIME BOUND

WHEN CAN I ACCOMPLISH THIS GOAL?

Official Goal

The Goal:

Check In Dates

-
-
-
-
-
-

AM I ON TRACK?

-
-
-
-
-
-

MATRIX

THE ACTION PRIORITY MATRIX IS A GREAT WAY TO VISUALISE WHAT TASKS TAKE PRIORITY OVER OTHERS, AND HOW TO BEST ALLOCATE YOUR TIME TOWARDS THEM.

HIGH IMPACT

QUICK WINS　　　　　　　MAJOR PROJECTS

LOW EFFORT　　　　　　　　　　　　　　　　HIGH EFFORT

FILL-INS　　　　　　　THANKLESS TASKS

LOW IMPACT
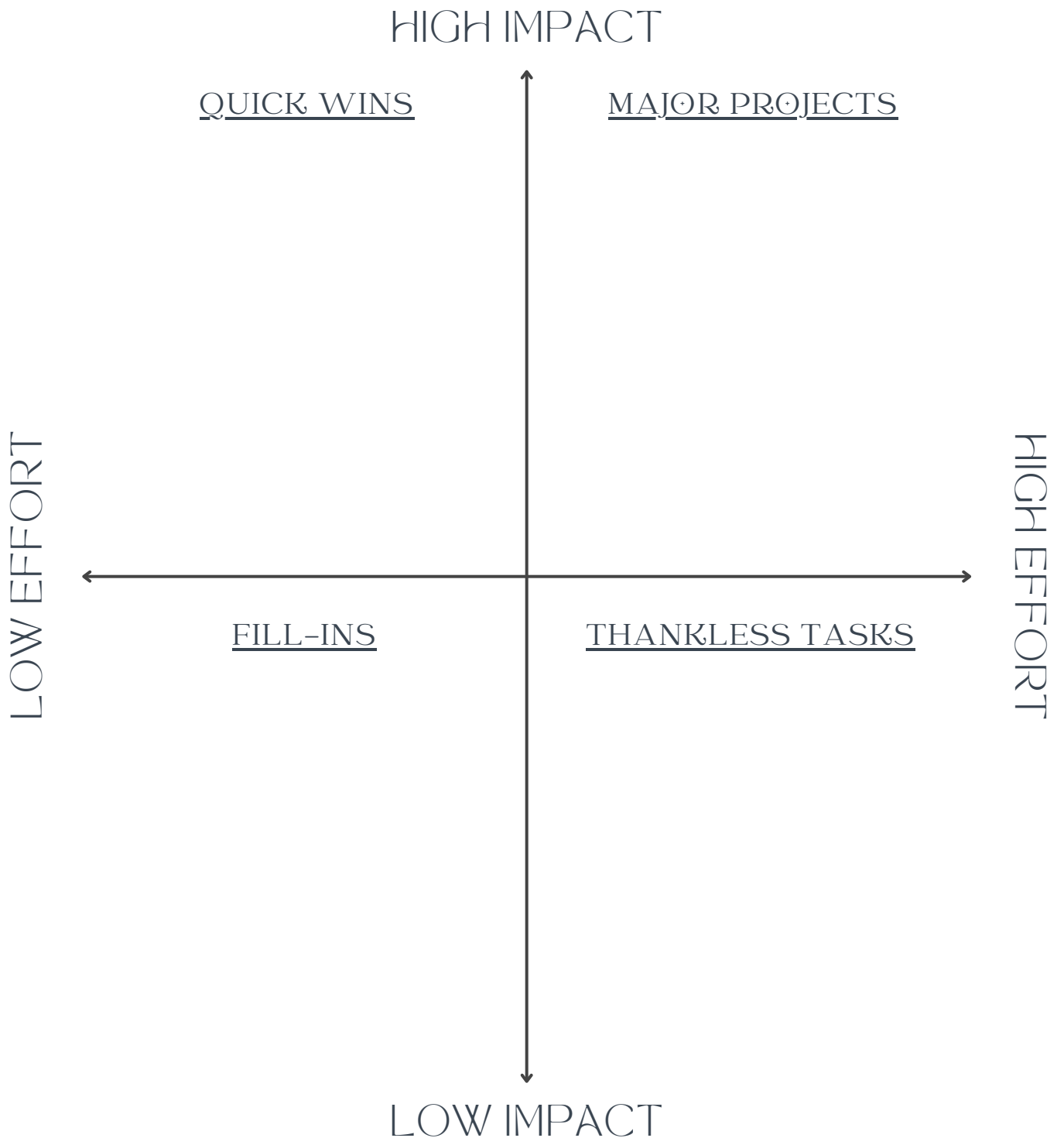
MATRIX

CHANGING

NOT CHANGING

BENEFITS OF

COSTS OF

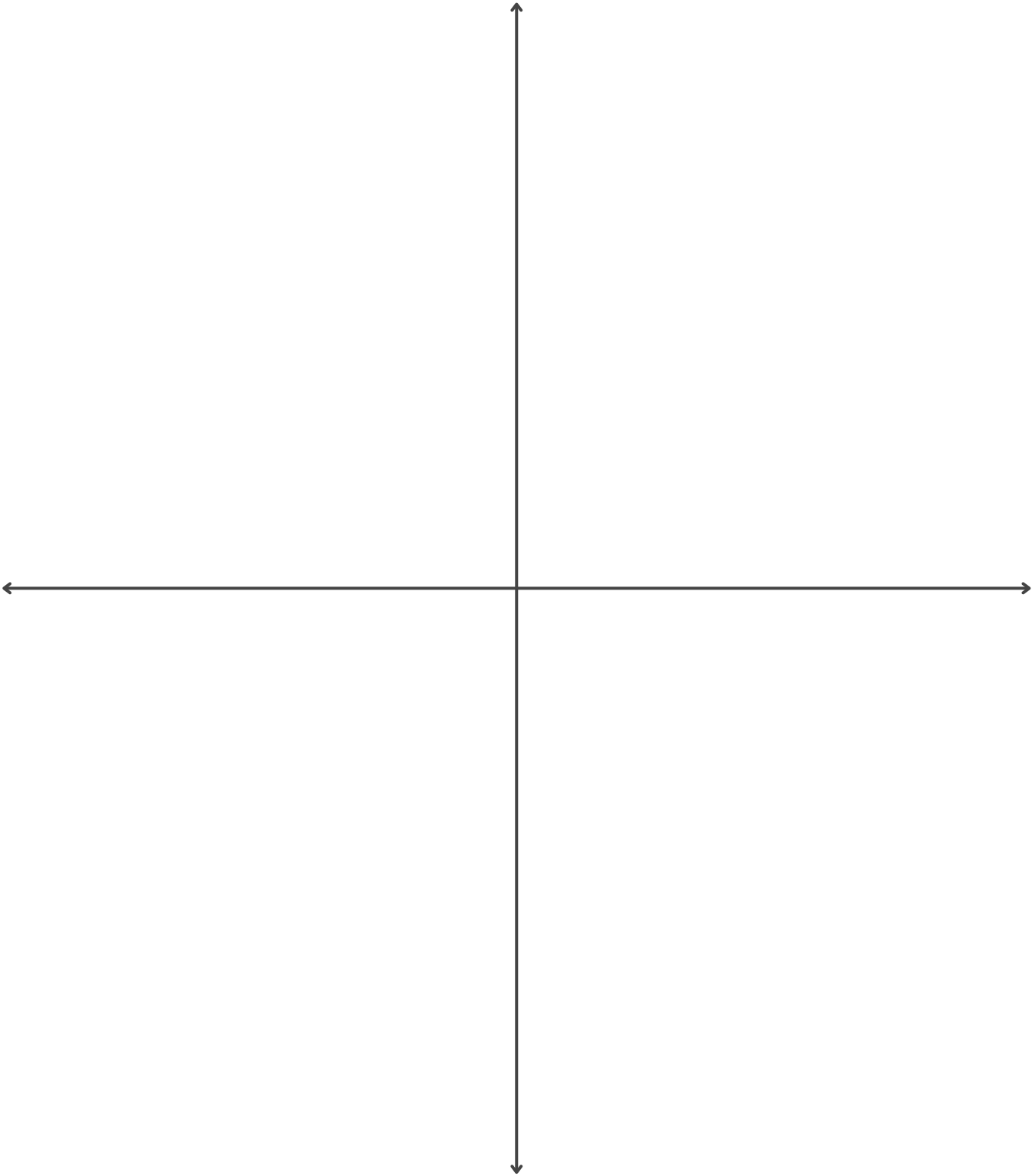# *EISENHOWER*
MATRIX

<u>IMPORTANT</u>   <u>NOT IMPORTANT</u>

<u>URGENT</u>

NOT URGENT