

## Setting SMART Goals

Our SMART goal setting worksheet is the best worksheet to use if you're an individual looking to skyrocket your goal efforts and performance. It's extremely versatile, and covers multiple areas while still being limited to a single sheet of paper.

SMART goal setting ensures that your goals will actually work. The details of the SMART plan ensuring that the language of the goal is clear, concise, and actually achievable.

<b>S</b>	Specific: making sure that the goal is clear as written. Is it ambiguous? Is it clear who needs to do what and any support they may need?
<b>M</b>	Measurable: Making sure that any metric requirement in the goal is clearly defined and has specific numbers attached to it. Does the goal answer the questions of "How much, how many or how often"?
<b>A</b>	Achievable: Meaning that the goal can be accomplished and is not some crazy "pie in the sky" dream like tripping your salary in three months or losing 50 pounds in a month. Can you get the support needed to get the goal completed by the target date? Do you have the resources needed to achieve the goal? Are the results expected ambitious but realistic?
<b>R</b>	Relevant: Making sure that the goal really matters and is worth your time and effort. Does the goal make a difference in your job, department, career or life? Will it improve your personal or professional performance/life? Is it going to make a significant impact on your business?
<b>T</b>	Time-bound: There is a defined time target for completion, a goal start and stop (and any steps along the way) are all tied to specific dates. Does the goal state a specific completion date?

### The 5 Step Method to Writing Breakthrough Goals

1. **The Goal Statement** - This is important because it helps you to define, in as simple terms as possible, what you expect to accomplish.

Your goal should be:

- No more than two-three sentences
- Include exactly what needs to be accomplished
- Completion date
- How will you know the goal is done?
- How it will the goal be done?

- Who is in charge of completing the goal?

## 2. Why is this goal important?

This is a reality check. People often have nebulous goals they desire, but are not willing to put the effort in to accomplish. Does this goal really matter?

- Why does it matter to you?
- Is it a personal goal?
- Is it a business goal?
- How will accomplishing the goal affect your life?
- How will it advance you in your business or career?

Share the reasons this goal is important and see if it something you really want to pursue. Having too many goals only ensure that you achieve none of them.

## 3. The SMART Goal Checklist

This is the heart of the SMART goal process, and is what separates the actionable SMART goal setting from mere hopes and dreams – remember, *“A goal without a plan is just a dream”* ~ Dave Ramsey.

As you go through these steps, review your goal for all the required steps of the SMART process. If the goal you wrote in step one meets a criteria on the checklist, check the

<b>S: SPECIFIC</b>	Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal, and any support they might expect?
<b>M: MEASURABLE</b>	Does the goal answer the questions of how many, how much and/or how often?
<b>A: ACHIEVABLE</b>	Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the results expected realistic?
<b>R: RELEVANT</b>	Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?
<b>T: TIME-BOUND</b>	Does the goal state a clear and specific date?

appropriate box and move on to the next. If it fails to have a criteria, revise the goal to include the criteria.

This S.M.A.R.T. goal checklist makes sure that your goal is well defined and can be accomplished.

#### **4. Potential problems or complication in completing the goal.**

Many people fall short of attaining their goals simply because they don't consider potential barriers to success. Every road to goal achievement faces obstacles (time, support, resources, etc.) that can derail progress. Listing those potential problems, issues and complications in this section allows you to prepare viable action plans to avoid or mitigate those issues.

One method for mitigating these potential problems, is to create "if-then" statements so a plan, B, C or even D can be developed allowing you and your team to quickly change course if needed. Being proactive will help you make better decisions and stay on track to goal achievement.

For example: Dieting is a common goal for many people, but it's hard to maintain focus and dedication. To help avoid getting derailed, many people build a "free day" into their dieting plan to allow them to eat foods that are normally off limits in moderate amounts without feeling guilty. However, people who don't anticipate such challenges often find themselves over indulging and creating a vicious cycle of guilt and over eating. When this happens, they may continue over indulging and over eating out of guilt about the initial bad choice. This throws them into a tailspin where more bad food choices follow effectively ending their diet. However, an if-then statement such as "If I make a bad food choice, then I will immediately get back on track with no recrimination" recognizes the mistake but limits the damage by quickly refocusing the attention on the original goal.

#### **5. Completion Date of Goal**

This section provides reinforcement and recognition of the targeted completion date for this goal. By filling in this completion date you are re-affirming the goal (and its deadline in your mind.

#### **6. Goal Action Steps. List short term items that need to be done, by whom and when it is due for each item.**

Some goals are straightforward and won't need a roadmap in the form of additional action items. Others are more complex and need milestones to help break down the

goal into manageable sub components. This could also include parts of the overall goal that need to be delegated to others. These action steps are critical to achieving complex goals and maintaining focus and momentum throughout the year.

Consider each action step as a mini-goal. Each is a task that needs to be completed by a specific person, on a specific date to ensure that the overall goal is completed on time.

## Individual SMART Goal Worksheet

Name: \_\_\_\_\_

**1. What is the Goal?**

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**2. Why is the goal important?**

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**3. Make it SMART**

<b>S</b> pecific	Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal, and any support they might expect?
<b>M</b> easurable	Does the goal answer the questions of how many, how much and/or how often?
<b>A</b> ttainable	Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the results expected realistic?
<b>R</b> ealistic	Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?
<b>T</b> ime-bound	Does the goal state a clear and specific date?

**4. List any potential obstacles, challenges or barriers to achievement of the goal.**

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**5. Goal Completion Date:**

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**6. Action Steps/Plans**

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## GOALS AT A GLANCE

SMART Goals – Specific, Measurable, Attainable, Realistic, and Time Bound

<b>GOAL 1</b>	<b>START DATE</b>	<b>TARGET DATE</b>
Why is it Important?		
ACTION STEPS 1. 2. 3.		
<b>GOAL 2</b>	<b>START DATE</b>	<b>TARGET DATE</b>
Why is it Important?		
ACTION STEPS 1. 2. 3.		
<b>GOAL 3</b>	<b>START DATE</b>	<b>TARGET DATE</b>
Why is it Important?		
ACTION STEPS 1. 2. 3.		

## GOAL SETTING AND ACTION PLANNING

### 5 Goals to Reach In 90 Days

What are your top 3 goals you most want to accomplish in the next 90 days? Please select only those goals which you really want, not the ones you should, could or might want. Look deep inside and then write down your five personal or professional goals and discuss these with your coach. When you set the right goals for yourself, you should feel excited, a little nervous, ready and willing to go for it! Don't select the goals you historically have chosen, but never reached, unless you're in a much better position to reach them now.

Start Date	Target Date	The Specific Measurable Goal
_____	_____	<u>Goal 1</u>
_____	_____	Action steps to reach this goal:
_____	_____	a. _____
_____	_____	b. _____
_____	_____	c. _____
_____	_____	<u>Goal 2</u>
_____	_____	Action steps to reach this goal:
_____	_____	a. _____
_____	_____	b. _____
_____	_____	c. _____
_____	_____	<u>Goal 3</u>
_____	_____	Action steps to reach this goal:
_____	_____	a. _____
_____	_____	b. _____
_____	_____	c. _____