

# GOAL *setting*



**Brainstorm Your Goals**

**Group Similar Ideas and Prioritise**



# SMART

# goals



## SPECIFIC

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SPECIFIC GOALS HAVE A DESIRED OUTCOME THAT IS CLEARLY UNDERSTOOD. THE GOAL SHOULD BE CLEARLY ARTICULATED. DEFINE WHAT WILL BE ACCOMPLISHED AND THE ACTIONS TO BE TAKEN TO ACCOMPLISH THE GOAL.

## MEASUREABLE

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THESE ARE THE NUMBERS USED WITH THE GOAL. YOU NEED TO HAVE A QUANTIFIABLE OBJECTIVE SO THAT YOU CAN TRACK PROGRESS. DEFINE WHAT DATA WILL BE USED TO MEASURE THE GOAL AND SET A METHOD FOR COLLECTION.

## ACHIEVABLE

A

GOALS NEED TO BE REALISTIC IN ORDER TO MAINTAIN THE ENTHUSIASM TO TRY TO ACHIEVE THEM. YOU MAY WANT TO BREAK THEM DOWN INTO SMALLER, BITE-SIZED CHUNKS. IF THE GOAL IS NOT DOABLE, YOU MAY NEED TO CHANGE IT.

## RELEVANT

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GOALS SHOULD BE RELEVANT TO THE COMPANY. DON'T SET GOALS JUST AS AN EXERCISE FOR SOMETHING TO DO. ONE WAY TO DETERMINE IF THE GOAL IS RELEVANT IS TO DEFINE THE KEY BENEFIT TO THE ORGANIZATION.

## TIME-BASED

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GOALS SHOULD HAVE A DEADLINE WHEN TO IDENTIFY SUCCESS OR FAILURE. THIS DOESN'T MEAN THAT ALL THE WORK IS DONE, BUT IT MEANS THAT YOU CAN EVALUATE THE SUCCESS OF THE ENDEAVOR AND SET NEW GOALS.

# QUARTERLY *goals*

QUARTER DATES:

GOAL #1

GOAL #2

GOAL #3

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# GOAL ACTION

*plan*



GOAL

WHY

MOTIVATION



START DATE

DEADLINE

REWARD



OBSTACLES TO OVERCOME

RESOURCES



BIG STEPS

LITTLE STEPS

NOTES

