

S.M.A.R.T. Goal Setting Guide

Follow the S.M.A.R.T Goal framework for goal success.



Specific

Be clear about what you want to achieve. The clearer you are, the more focused you will be and the more chance you will have of being successful. Don't be vague. Ask yourself: WHAT do you want to achieve, WHERE you want to achieve it, WHEN will you achieve it, WHO will be involved, HOW it will be achieved & WHY it is important to you.



Measurable

Set a benchmark on measuring your progress. This can be set by time, cost, quantities etc. Tracking your progress and seeing how far you have come will help keep you motivated and on track.



Achievable

When setting goals the sky's the limit, really. But unless your goals are realistic, you can easily become disillusioned and less motivated to achieving them. Take into account your resources & capabilities, and try breaking down the bigger goals into smaller more achievable mini goals.



Relevant

Are your goals relevant to you, your choices and your priorities? Set your goals based on what you really want to achieve, not on what you think is the right goal to set. If you base your goals on what you think you should be doing and rather what you want to be doing, then it will be harder to reach them.



Timed

Place a time limit on when you plan to reach your goals. If no time limit is set, then there will be no motivation to achieve anything. Have short term and long term goals. Again be realistic about the time limits you set and review your progress regularly for long term goals.