

HOW TO BUILD S.M.A.R.T. GOALS

It's Time You Start Being Intentional With Your Future



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Introduction

Are you looking for a powerful way to map out your success? Setting S.M.A.R.T. goals can help you break down any vision into achievable chunks and keep you motivated along the way! Make sure you have Specific, Measurable, Attainable, Relevant, and Time-based goals that will help lead you toward success!



What Are S.M.A.R.T. Goals

The SMART in S.M.A.R.T. goals stands for:

- **Specific,**
- **Measurable**
- **Achievable**
- **Relevant**
- **Time-Bound.**

Defining these parameters as they pertain to your goal helps ensure that your objectives are attainable within a certain time frame. This approach eliminates generalities and guesswork, sets a clear timeline, and makes it easier to track progress and identify missed milestones.

Why Are They Important

There are a lot of benefits to setting S.M.A.R.T. goals. To start off, these make it easier for you to figure out your strengths and weaknesses. Plus, these act as an extra dose of motivation so you're determined to reach the goal.

Your objectives should still be realistic, but they shouldn't be in your comfort zone either – this will push you to exceed past expectations. And finally, these well-crafted set of goals are great in keeping you committed. In the end, having a S.M.A.R.T. goal is definitely a smart move!

Specific

Goal setting is often associated with striving toward our highest aspirations, and reaching those aspirations can seem daunting. Specificity helps us determine the path between where we are and where we want to be. A specific goal will usually answer the five "W" questions:

What do I want to accomplish?

Where is it located?

Why is this goal important?

Who is Involved?

Which resources or limits are involved?

Measurable

Specificity is a solid start, but quantifying your goals (that is, making sure they're measurable) makes it easier to track progress and know when you've reached the finish line.

How much?

How many?

How will I know when it is accomplished?

Attainable

Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal. Impossible goals demotivate them. An attainable goal will usually answer the question:

How will I know when it is accomplished?

Relevant

Goals should measure relevant outcomes, not just activities. The goals should matter. A relevant goal can answer yes to these questions:

Does this seem worthwhile?

Are you the right person?

Is it applicable in the current socio-economic environment?

Is this the right time?

Does this match our other efforts/needs?

Time-related

Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome. A time-bound goal will usually answer the question:

When?

What can I do six weeks?

What can I do six months?

What can I do today?

S.M.A.R.T. goals are an incredibly effective way to proactively set and pursue your ambitions, building a road map of short-term objectives that can lead you towards long-term success. By breaking down your goals into small practical steps, no matter how big they may seem, you can take control of the future and make positive change on the way to reaching your dreams. It's time to get S.M.A.R.T with your life - and make sure you're always one step ahead!

Use this space below to write down your goals in the S.M.A.R.T. format we covered in the previous pages.

What are your most important objectives that you are hoping to achieve in 2023?

What are some of the areas of your current role you most enjoy and feel you excel at?

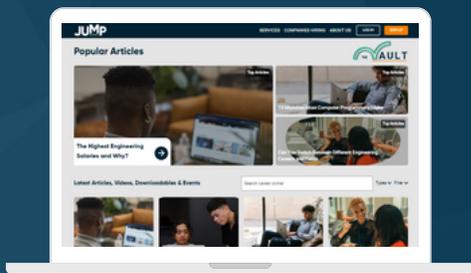
Can you share some specific details of what your ideal future role or type of work looks like? What type of day-to-day skillsets do you hope to see yourself doing?

Continue on with writing down your S.M.A.R.T. goals in the format you feel most comfortable with (such as pen & paper, laptop, white board).

Congrats! You're On The Right Path

We appreciate you for using our guide to help you plan your amazing future.

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