

SMARTER GOAL



SMARTER GOAL (Write your final goal here):

SPECIFIC	MEASUREABLE	ACTIONS	REALISTIC	TIMEFRAME	EVALUATE	REWARD
<ul style="list-style-type: none"> • Can you articulate more clearly what you are trying to do? • Can you summarize this in one thought? • Refine that thought. Can you summarize it as a bottom line? 	<ul style="list-style-type: none"> • How will you know that you attained your goal? • Can you quantify or put numbers too your outcome? • What effect will your goal have on your life / effectiveness? 	<ul style="list-style-type: none"> • What steps do you need to take to accomplish this goal? • In what order do you need to take each step? 	<ul style="list-style-type: none"> • Is this goal dependent on someone else? • Can you rephrase the goal, so the actions only depend on you and not others (not your support group)? • Are there any things that would prevent you from accomplishing this goal? If so, what are they? (energy zappers, distractions, environments, emotions/thoughts, limiting beliefs, etc?) 	<ul style="list-style-type: none"> • When will you reach this goal? • Can you give me a time limit? • How long would it take to create sustainable habits in this area? 	<ul style="list-style-type: none"> • When will you evaluate your progress? • Which goals did you meet? Which goals fell short? • What motivates you to keep going? If you fell short, what can you do differently in the future? • What are 2-3 steps/goals you will focus on next? What do you need to adjust to move forward? 	<ul style="list-style-type: none"> • What are 2-3 wins / lessons you've learned along the way? • How can you celebrate your progress?

INITIAL GOAL (Process your goal here)

MEASURE

ACTION PLAN			EVALUATE/RESULTS	
Tasks	Responsible Party	Target Completion Date	Date	Progress (% to Completion)

REALISTIC (SWOT)			
Strengths (List skills, experiences, resources, tools that you possess)	Opportunities (List skills, experiences, resources, tools that others possess)	Potential Obstacles	Proposed Solutions

REWARDS