

Goal Setting

Goal setting is a powerful tool that can help individuals achieve both personal and professional success. To make your goals more effective, you can use the SMART acronym, which stands for Specific, Measurable, Attainable, Relevant, and Time-bound.

1. **Specific:** A specific goal is clear and well-defined. Rather than setting a general goal like "lose weight," make it specific by saying "lose 10 pounds in two months."
2. **Measurable:** Measurable goals help you track your progress and stay motivated. For example, if you're trying to save money, set a goal to save \$100 per week.
3. **Attainable:** Your goals should challenge you, but they should also be realistic. If your goal is too difficult or impossible, you'll quickly become discouraged. For example, if you've never run a mile in your life, it's not realistic to set a goal to run a marathon in a month.
4. **Relevant:** Your goals should be relevant to your life and your long-term aspirations. If you're trying to become a lawyer, setting a goal to become a chef may not be relevant.
5. **Time-bound:** A goal without a deadline is just a wish. Set a specific deadline for achieving your goal, such as "run a 5k in six weeks."

According to a study conducted by Gail Matthews at Dominican University, people who write down their goals are 42% more likely to achieve them than those who don't. Using the SMART acronym can help you make your goals more effective and increase your chances of success.

Reflection Questions for Goal Setting:

1. Where in my life have I consistently set goals? What results have I seen?

2. What is most important in my life?

3. What do I want to achieve in my family, work and career?

S.M.A.R.T. GOALS WORKSHEET

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

INITIAL GOAL	Write the goal you have in mind
S SPECIFIC	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
M MEASURABLE	How can you measure progress and know if you've successfully met your goal?
A ATTAINABLE	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?
R RELEVANT	Why am I setting this goal now? Is it aligned with overall objectives?
T TIME-BOUND	What's the deadline and is it realistic?
SMART GOAL	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed