



SMART Goal

Setting



When we set goals for ourselves, we are more likely to succeed in achieving our goals if they are SMART. Goals that are smart are **Specific, Measurable, Achievable, Realistic and Time Bound**.

When goals are **Specific** they are clearly defined. They avoid any vagueness or ambiguity.

Goals that are **Measurable** are those that can be objectively measured to assess whether or not they have been achieved.

Achievable goals are those that are attainable and not impossible to achieve.

Goals that are **Realistic** are goals that are reasonable and possible to achieve. Realistic goals are also relevant to one's life purpose.

When goals are **Time Bound** it means that they can be tracked and achieved within a certain timeframe.

Use the guide below to start identifying your goals:



FIVE YEAR PLAN

S

M

A

R

T



TWO YEAR PLAN

S

M

A

R

T



SIX MONTH PLAN

S

M

A

R

T



Daily Activity

Now, how does your daily activity feed into your medium term (six month) goals? Consider using the activity planner to help you plan your daily activities.

Review your goals in six months to monitor how you are tracking.