
K E Y P O I N T

WHAT DO YOU WANT?

A goal should scare you a little and excite you a lot!

Make a list of goals. No limits.

MEDITATION

How much time can you devote to meditation each week?

Find a quiet space to think and write out your thoughts.

Even if just 5 minutes, you are still making the time for you.

Writing your thoughts down make them more real and more likely you will achieve them.

EXERCISE



WHERE ARE YOU RIGHT NOW WITH EACH GOAL?

DO YOU HAVE PERFORMANCE GOALS?

What did performance look like last year?

Are you getting the results you want?

WHAT ARE YOUR ACHIEVEMENT GOALS?

How can I improve these?

WHAT ARE YOUR DREAMS?

Professionally:

Physically:

Mentally:

Socially:

SMART GOALS



SPECIFIC

WHAT DO I WANT TO ACCOMPLISH?
WHY IS THIS GOAL IMPORTANT?
WHO IS INVOLVED?
WHERE IS IT LOCATED?
WHICH RESOURCES OR LIMITS ARE INVOLVED?

EXAMPLE:

WANT TO GET PROMOTED AS DEPARTMENT LEADER

MEASURABLE

HOW MUCH?
HOW MANY?
HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?

EXAMPLE:

COMPLETING A TRAINING TO ACQUIRE SKILLS NEEDED FOR THAT PROMOTION

ACHIEVABLE

HOW CAN I ACCOMPLISH THIS GOAL?
HOW REALISTIC IS THE GOAL, BASED ON OTHER CONSTRAINTS,
SUCH AS FINANCIAL FACTORS?

EXAMPLE:

DO I HAVE TIME, RESOURCES OR THE EXPERIENCE REQUIRED FOR THE PROMOTION.

SMART GOALS



RELEVANT

DOES THIS SEEM WORTHWHILE?
IS THIS THE RIGHT TIME?
DOES THIS MATCH OUR OTHER EFFORTS/NEEDS?
AM I THE RIGHT PERSON TO REACH THIS GOAL?
IS IT APPLICABLE IN THE CURRENT SOCIO-ECONOMIC ENVIRONMENT?

EXAMPLE:

ARE YOU SURE YOU ARE THE RIGHT PERSON FOR THE JOB. HAVE YOU CONSIDERED YOUR FAMILY SITUATION AND TAKING ON MORE WORK OR TRAINING?

TIMEBOUND

WHEN?
WHAT CAN I DO SIX MONTHS FROM NOW?
WHAT CAN I DO SIX WEEKS FROM NOW?
WHAT CAN I DO TODAY?

EXAMPLE:

EVERY GOAL NEEDS A TARGET DATE. BE REALISTIC ABOUT THE TIME FRAME.

LEARNING BY APPLICATION



ENRICHMENT ACTIVITIES

Make a list of the things you want to do. Make it a visual cue you can breathe life into every day. Check them off as you complete them. No matter how big or small each one is equally important. Remember small successes build your confidence and push you toward the next one.

Short-term

Long-term

Recommended Reading:
The Art Of Setting Smart Goals:
Set winning goals and live a life
of abundance, success and
achievement