

SMART Goal-Setting Action Guide

Below are questions for you to answer about what you want and need, as well as your personal goals for what you hope to accomplish from now until the end of this year. Remember to be honest here – nobody can see your answers but you and me.

What are your SMART GOALS?

Your goals don't need to be long or complicated – what they need to be is **SMART** (specific, measurable, attainable, relevant, timely).

SMART goals:

1. Help You Focus
2. Measure Your Progress
3. Guard Against Procrastination
4. Motivate You to Start
5. Motivate You to Finish

Goals that are vague are really ineffective and won't help you at all. For example, "Have more patience with my boss" is an ambiguous goal and open to interpretation. Instead, a helpful goal sounds like this: *"Over the next 7 days, I will put myself in my boss' shoes 3 times and consider his or her perspective before responding to his requests for my work on a specific project."*

Step 1: Write a specific goal statement (try to answer the what, why, who, where, and how).

Step 2: Define how you'll measure your progress.

Step 3: Is your goal attainable? Not too easy, but within reach?

Step 4: Is your goal relevant to this mentorship circle?

Step 5: Is your goal time-bound? When is your deadline?

I suggest that you refer back to your responses periodically throughout this journey, as keeping them in mind will support your growth, learning, and help you get the most out of the process.

A more in-depth look into what SMART Goals are:

Specific – What do you really want to accomplish? Describe your goal in precise terms so there is no confusion as to what needs to be accomplished. Try answering the “W’s”: Who, what, where, when, and why.

Measurable – If we can’t measure our progress, how do we know when we are done? Make sure you include the measures you will use to judge your progress towards achieving the goal.

Achievable – Do I have enough control of this to make it happen? Construct a goal that is achievable. Don’t set it so high that in the back of your mind you know failure will eventually happen.

Relevant – Is this goal consistent with other goals, and does it fit with immediate and long-range plans? Goals must be an important element in the overall plan of achieving your mission and reaching your vision. Meaningful goals align with your convictions and dreams. Your goal should relate to attaining something that is necessary, of value, and that supports your vision.

Timely – What is the evaluation deadline for this goal? Effective goals are constantly reviewed and revised. Determine a date, timeframe, or schedule for your goal.

*** You may print the following page to fill out, or fill in digitally.

<p style="font-size: 48pt; text-align: center;">S</p>	<p style="text-align: center;">Specific</p>	<ul style="list-style-type: none"> • What do I want to accomplish? • Why do I want to accomplish this? • What are the requirements? • What are the constraints? 	
<p style="font-size: 48pt; text-align: center;">M</p>	<p style="text-align: center;">Measurable</p>	<ul style="list-style-type: none"> • How will I measure my progress? • How will I know when the goal is accomplished? 	
<p style="font-size: 48pt; text-align: center;">A</p>	<p style="text-align: center;">Achievable</p>	<ul style="list-style-type: none"> • How can the goal be accomplished? • What are the logical steps I should take? 	
<p style="font-size: 48pt; text-align: center;">R</p>	<p style="text-align: center;">Relevant</p>	<ul style="list-style-type: none"> • Is this a worthwhile goal? • Is this the right time? • Do I have the necessary resources to accomplish this goal? • Is this goal in line with my long term objectives? 	

T	Time-Bound	<ul style="list-style-type: none">• How long will it take to accomplish this goal?• When is the completion of this goal due?• When am I going to work on this goal?	
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Take your time completing these goals. If you are getting stuck, start with the Vision Board Action Guide first.

This can help you to visualize what you want and what you need in your life!