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PERFORMANCE
POTENTIAL^{LTD}

WORKSHEET

SMART GOALS (Guide & Map)

ATTENTION

SESSION 2 WORKSHEET: SMART GOALS



Setting SMART goals gives clear direction helping you to accomplish the goals you have set.

Writing SMART goals is really helpful for everyone, without needing any training. Even though writing them is really easy, sticking to them is more difficult, once you have written your SMART goals it definitely helps to keep you on the path to success.

What are SMART Goals?

SMART goal setting is the secret to alleviating the common challenges faced during a goal or challenge you may undertake. The steps you take whilst completing this exercise provides guidance and structure identifying what you want to accomplish and how.

SMART GOALS GUIDE

S – Specific

The “S” in SMART goals means specific. This means that you need to be specific about your goal. Be as clear as possible with what you want to achieve. The more narrow your goal, the more you’ll understand the steps necessary to achieve it. To be specific about your SMART goal, you need to know what exactly you want to accomplish.

M – Measurable

The “M” in SMART goals stands for measurable. Measurable establishes a concrete criteria for measuring your progress toward the attainment of each goal you set. When you measure your progress you stay on track, reaching your target dates. “What gets measured gets done.”

A – Attainable or Achievable

The “A” stands for achievable/attainable. This highlights that the goal is important to you and the things you will have to do in order to achieve or attain it. Even though this may require you to have some new skills and a different attitude, your willing to put the work and effort r to achieve it. Clearly mentioning how you can accomplish the goal and skills you require for it can make it easily achievable.

R – Realistic or Relevant

The “R” in SMART goals means being realistic or relevant. Your goals definitely need to be realistic as you cannot form goals that cannot be achieved or are not relevant at all. Only relevant and realistic goals will make sense. If the goals are not realistic, you or your team will simply not be able to achieve it.

T – Time Bound

SMART goal setting also needs to consider the timings as most goals are time bound. If a goal lacks realistic timing, then there are chances that one cannot succeed in anyway. Setting a deadline is imperative to accomplish the goal. Also, time constraints create a sense of urgency and determination to complete the work.

When setting SMART goals, you should be prepared to ask questions to yourself. Those answers will surely fine tune your strategy and will also ensure that your goals are attainable. In addition to that, you should write SMART goals with a positive attitude.

Reflection Point: Please go through the SMART goal process (on the next page), working with the goal you would like to achieve.

NAME:

DATE:

MY SMART GOALS MAP

S

Make it
Specific

M

Make it
Measurable

A

Make it
Attainable

R

Make it
Relevant

T

Make it
Timely

TTi