

2021-S.M.A.R.T. GOALS

(WITH A STRATEGY!)

Make your SMART Goals...

Specific Measurable Attainable Realistic Timely/Trackable

Instructions:

Choose two tackle areas (problems) you want to work on in 2021 and write them as goals below: Don't forget to add a realistic "why" so you have a reason to meet your goal.(Example on page 2)

Smart Goal #1:

Date to be completed:

What is your Why? -Why does this goal matter to you?

Strategy: This is a daily or weekly MEASURABLE activity that is influenced by you to achieve your smart goal.

- 1.
- 2.
- 3.

Goal check: How can you TRACK that you have completed your goal?

- 1.
- 2.

Smart Goal #2:

Date to be completed:

What is your Why? -Why does this goal matter to you?

Strategy: This is a daily or weekly MEASURABLE activity that is influenced by you to achieve your smart goal.

- 1.
- 2.
- 3.

Goal check: How can you TRACK that you have completed your goal?

- 1.
- 2.

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EXAMPLE :

Tackle Area/Problem: **I have a problem keeping my paperwork organized.**

What is your Why? -Why does this goal matter to you? It is frustrating when I can't find my papers. I want to turn things in on time to get a promotion.

This is a typical example, but not entirely S.M.A.R.T. yet.

I will do better keeping up with paperwork. (too vague)

Here is a way to make it SMARTer:

During the month of January, (time) I will put all paperwork away in its designated area. (specific)

But it's not SMART yet because it needs a **STRATEGY**-A daily or weekly **MEASURABLE** activity that is influenced by you to achieve your smart goal.

Here is a SMART strategy:

1. Make a file box for paperwork
2. Open all mail and put all (measurable) paperwork away after work each day (time)

Now let's add a plan to track the completion of our goal.

1. Track that paperwork is put away each day by putting a PW on my calendar or phone each day of the month of January
2. Wash table/desk after all paperwork is in the file box each night when the area is clear.

Now Let's Put it All Together!

Smart Goal #1:

Date to be completed: Jan.31, 2021

During the month of January, (time) I will put all paperwork away in its designated area. (specific) I want to know where my papers are to get a promotion. (why it matters to me)

Strategy: This is a daily or weekly **MEASURABLE** activity that is influenced by you to achieve your smart goal.

1. Make a file box for paperwork
2. Open all mail and put all (measurable) paperwork away after work each day(time)

Goal check: How can you **TRACK** that you have completed your goal?

- 1.Track that paperwork is put away each day on my calendar or phone by putting a PW for paperwork each day of the month of January
- 2.Wash table/desk after all paperwork is in the file box each night and when the area is clear.

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