



SMART

GOAL-SETTING GUIDE

S
SPECIFIC

CLEAR AND DEFINED GOALS

ASK: What do I want to accomplish?

M
MEASURABLE

MEASURABLE WAYS THAT YOU CAN TRACK YOUR PROGRESS TOWARDS YOUR GOAL

ASK: How will I know when I've met my goal?

A
ATTAINABLE

A GOAL SHOULD STRETCH YOU, BUT BE REALISTIC ENOUGH THAT YOU CAN CREATE AN ACTION PLAN FOR ACHIEVEMENT

ASK: What actions will I put into place to help me in achieving my goal?

R
RELEVANT

GOALS SHOULD BE RELEVANT TO OUR LONG TERM GOALS AND PLAY INTO THE BIGGER PICTURE OF OUR LIVES

ASK: Why is this goal important to me and how does it relate to my life and other long term goals?

T
TIMEBOUND

A SPECIFIC DATE A GOAL SHOULD BE ACHIEVED BY

ASK: When do I want to achieve my goal?

Goal Setting Guide

Tao Wei



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