

# HOW TO SET S.M.A.R.T. GOALS

S= \_\_\_\_\_ :

**SLIDE**-WHEN WRITING DOWN YOUR GOALS, IT IS IMPORTANT THAT THEY ARE SPECIFIC AND \_\_\_\_\_ ABOUT EXACTLY WHAT YOU WANT TO HAVE OR DO.

FOR EXAMPLE- (NON-SPECIFIC) GOAL:

**"I WILL LOSE WEIGHT THIS YEAR."**

A (SPECIFIC) GOAL:

**"I WILL LOSE 10 POUNDS BY SEPTEMBER 1ST."**

**HAVING SPECIFIC GOALS WILL ALWAYS PRODUCE**

**SPECIFIC \_\_\_\_\_.**

WHEN YOUR GOALS ARE SPECIFIC, THAT IS WHEN YOU WILL \_\_\_\_\_ THEM.

WHEN YOUR GOALS ARE SPECIFIC, YOU ARE ABLE TO MAKE SIGNIFICANT \_\_\_\_\_  
TOWARDS THEM.

RESEARCHERS HAVE SAID, WHEN YOUR GOALS ARE SPECIFIC, YOU CAN ACHIEVE THEM  
\_\_\_\_\_ FASTER. IT'S THE \_\_\_\_\_

GOALS THAT CAN CAUSE YOU TO MISS YOUR TARGET NOT THE SPECIFIC GOALS.

**M=** STANDS FOR \_\_\_\_\_:

TO HAVE MEASURABLE GOALS, ANSWER THE QUESTIONS.

\_\_\_\_\_ AND \_\_\_\_\_

WITHOUT THESE TWO ELEMENTS, A GOAL IS JUST TOO \_\_\_\_\_ FOR ANYONE TO KNOW WHETHER YOU HAVE REACHED IT OR NOT.

YOU CAN TEST HOW WELL YOU HAVE WRITTEN YOUR GOAL BY ASKING YOURSELF WHETHER AN OUTSIDE OBSERVER WHO SHOWS UP AT THE TIME OF COMPLETION COULD INDEPENDENTLY \_\_\_\_\_ IF YOU HAD REACHED YOUR GOAL OR NOT.

REMEMBER VAGUE GOALS PRODUCES VAGUE \_\_\_\_\_ .

**“A” WHICH STANDS FOR** \_\_\_\_\_ .

EVERY GOAL SHOULD START WITH AN ACTION \_\_\_\_\_ .

INSERTING AN ACTION VERB AT THE BEGINNING OF EVERY GOAL WILL \_\_\_\_\_ YOU TO ACTION.

YOUR GOALS WITHOUT ACTION VERBS WILL BE \_\_\_\_\_.

ONE WAY TO TURN YOUR GOALS INTO ACTION IS TO ELIMINATE THE PHRASE “ \_\_\_\_\_ ,” SUCH AS IN THE SENTENCE “I WANT TO BE RICH.”

THE PHRASE "TO BE" IS NOT AN ACTION VERB.

**“R” FOR \_\_\_\_\_:**

THE ROOT WORD OF REALISTIC IS \_\_\_\_\_.

A REALISTIC GOAL IS SOMETHING YOU CAN DO AND ACT ON RIGHT NOW IN YOUR PRESENT REALITY (IN YOUR SEASON).

MAKE SURE WHEN SETTING YOUR GOALS THAT THEY \_\_\_\_\_ WITH THE SEASON THAT YOU ARE CURRENTLY IN.

HAVING REALISTIC GOALS ALSO MEAN BREAKING YOUR BIG GOALS DOWN INTO \_\_\_\_\_, MORE \_\_\_\_\_ PIECES.

FOR EXAMPLE: LET’S SAY YOU HAVE A BIG GOAL TO SAVE AN EXTRA \$1200 BY DECEMBER 31ST. TO MAKE THAT GOAL MORE REALISTIC FOR YOU, YOU CAN HAVE THE GOAL OF SAVE \$100 PER MONTH OVER THE NEXT 12 MONTHS.

WHEN SETTING REALISTIC GOALS, DON’T SET ALL YOUR GOALS TOO \_\_\_\_\_ BECAUSE IF YOU DO, YOU MAY BE DISAPPOINTED WHEN YOU DON’T REACH THEM.

**“T” FOR \_\_\_\_\_.**

EVERY GOAL NEEDS A \_\_\_\_\_ DATE ASSOCIATED WITH IT.

GOALS CAN BE REACHED \_\_\_\_\_ IF THEY HAVE DEADLINES ATTACHED TO THEM.

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