



GOAL SETTING CHEAT SHEET

Introduction

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#2: M for Measureable

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Introduction

Success does not happen accidentally. It is the result of clearly defined goals acted upon until completion.

In fact, living a successful life directly related to your ability to set effective goals! Your primary interest in setting a goal is to move yourself from where you are to where you want to be in the future.

This cheat sheet explains the SMART goal setting method in simple and easy-to-follow steps. The SMART formula does not promise or provide a quick fix, but with diligent effort your results can be substantial.

Let's get started!



S for Specific

Questions to ask yourself:

- What do you want to achieve?
- Why do you want to achieve it?
- Who is involved?
- When do you want to achieve it?
- Which strategy will help you achieve it?



M for Measurable

Questions to ask yourself:

- Is there a way to measure the goal?
- How much / How many of ...?
- How do you know you achieved the goal?
- Will my goal take days, weeks, months, years?



A for Attainable

Questions to ask yourself:

- How can you accomplish this goal?
- How realistic is the goal, based on other constraints, (e.g. time or financial constraints)
- What sacrifices are you willing to make to reach this goal?



R for Realistic (or Relevant)

Questions to ask yourself:

- Does this seem worthwhile?
- Is this the right time?
- Does this match your other efforts/needs?
- Are you the right person to reach this goal?



T for Timely

Questions to ask yourself:

- When will you achieve this goal?
- What can you do six months from now?
- What can you do six weeks from now?
- What can you do today?