



GOAL SETTING STARTER KIT

SMART GOALS are: Specific, Measurable, Achievable, Realistic and Time Framed.

Specific: Is your goal(s) specific enough? Is it something that could be easily identified when you've reached it? If not, how could you make it more specific?

Measurable: Is your goal(s) measurable? Would you be able to tell you've reached it? Are there clear criteria? If not, how could you make it more measurable?

Achievable: Is your goal(s) achievable? Is it something that you've considered and understand that it is, in fact, possible and able to be accomplished? If not, how could you adjust your goal and/or timeframe expectations to make it achievable?

Realistic: Is your goal(s) realistic? If it's big and challenging, that's great, but is it something you are a) physically and mentally capable of doing, b) prepared for, and c) able to commit to? If not, is there another way to reach your goal, another similar goal, or something you can do to put this one within reach?

Time Framed: Does your goal(s) have a time frame? Have you set a date or duration? Do you have a sense of urgency for the next step? If not, is there anything else you need to do to be able to put your goal on a timeline and begin acting?

Identifying Your Goals

Brainstorm ALL ideas you have for things you would like to do, achieve, experience, or have in your life. Include all areas of life (or as many as you want), such as relationships, career, leisure/fun, financial, personal growth, health, etc. Try to get to at least 20.

Next to each goal write a 1, 3, 5 or 10, referring to the number of years you hope to reach the goal

in. From your list of 1-year goals, select 1 to 4 that you find the most impactful and focus on these during this program.

My 1-year goal(s) are:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

The 30-60-365 Goal Setting Plan

Now, considering where you want to be in 1 year, think of all the sub-goals you'll need to accomplish to get you there. Make a list of all the things you will need to do in order reach your 1-year goal. (If you're working on more than one goal, do this activity for each.)

Group items into meaningful categories. (Either re-write or make circles around like-items.)

- Prioritize item by starring or highlighting the ones that are the most important and most immediately necessary. Identify which ones will need to be done FIRST.
- FOCUS ON 60 DAYS: Consider whether there is anything on your list that will definitely
- take more than 60 days before you're working on it. If so, cross it off and save it for later.
- Is there anything on your list that you can do more efficiently so that it takes less time?
- Is there anything you can delegate to someone else?
- Is there anything in your personal life you can delegate to someone else or say "no" to that will clear up time for your goals?

Now, summarize your short, mid, and long-range goals below.

In the first row, write your long-range goals. These are goals that you know that you'll need to reach to accomplish your goal in 1 year, but that you know are not part of the first steps. In the second row, write your mid-range goals. These are steppingstones that you know are a priority but that there are other items you must do first. In the third row, write your short-range goals. These are the items you need to address right away to be on track toward meeting your 60-day goals.

Plans tend to change after 60 days due to circumstances changes and your ideas and desires changing as you have new experiences. Re-address this list at least every 60 days.

Note: You may need to move items around and/or rewrite this sheet more than once to get a solid plan that is organized and easy to follow

Your Goals ...How will it/they be measurable?

Long-Range Goals (60-365 days—saving for later)

Mid-Range Goals (60 days)

Short-Range Goals (30 days)

Ta-Da List

I will complete my Ta-Da List every week on this day of the week:

After looking at your 30-day plan, consider what are the highest priorities that you need to focus on first—this week.

Below is a list of tasks that I plan to take care of in the next 7 days: (In the future, you will put this in your planner or calendar)

- If items need to be completed on a specific day, note this.
- If items are priorities that absolutely must be completed this week, star or highlight them and focus on these FIRST.
- As you accomplish things, cross them off. Keep them there to show you what you've done!
- Remember that sometimes life happens and not everything on your list for the week will happen. That's okay, simply move it forward to the next week