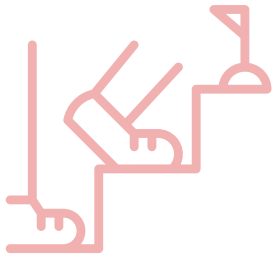




SMART GOALS
THE BUILDING BLOCKS
TO YOUR SUCCESS



MAKE YOUR GOALS SMART

THE BUILDING BLOCKS TO YOUR SUCCESS

SMART Goals set you up for success! When your goals are clear and you know exactly what you're working towards. It's easier to get started, make action plans, see progress and succeed!

INSTRUCTIONS

Follow the steps below to learn about SMART goals and develop your goal. Then write out your SMART goal and identify 3 actions to get started and make your goals a reality.

WHAT DO YOU WANT TO SET YOUR GOAL AROUND?



SPECIFIC

The more specific you are, the easier your goal is to start, work towards and achieve. Have you ever struggled to get started because your goal is too fuzzy? Get clear here!

What are the outcomes you're looking for? What results do you want?



MEASURABLE

A measure lets you know you have achieved your goal, and also enables you to track your progress.

How would you prove your goal is complete? This points to your measure. It could be a financial amount, a count, percentage or some other measure.



ACTIONABLE

Goals are within your control. This means you are able to make it happen!

For example, winning the lottery is not a SMART goal. Be sure you can start and complete this goal yourself.



REALISTIC

It is important to feel good about your goals! They need to be challenging enough to inspire and you need to believe you can achieve it.

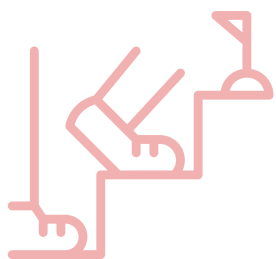
What's reasonable with the commitments you have? Given your lifestyle, adjust this goal so it is inspiring and achievable. It could be a financial amount, account, percentage or some other measure.



TIME BOUND

Goals motivate us, giving us a date to aim at and plan towards. Is there a specific date you're aiming towards, if not, what might be realistic?

Consider your lifestyle, other responsibilities and life events that could get in the way.



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Before writing out the final version of your SMART goals, read this final tip:

GREAT GOALS ARE STATED IN THE POSITIVE! Why? Because we get what we focus on. When ever we say: “*I want to stop biting my fingernails*”. Your brain has to first build a picture of what you don’t want - bitten nails - in order not to do it. So it’s good to build a picture of what you’re working towards, rather than building a picture of what you don’t want.

Here are two examples:

Use “*I have healthy fingernails*” rather than “*I want to stop biting my nails*”.

Use “*I weigh 60kgs*” rather than “*I want to lose 10 KG’s*”.

WRITE OUT YOUR SMART GOAL

Review the previous page, and remembering the final tip above, write out your newly SMART goal below.

MY SMART GOAL IS TO:

BY:

To wrap up this worksheet write out the first three steps towards your SMART goal below:

1ST ACTION

BY: _____

2ND ACTION

BY: _____

3RD ACTION

BY: _____

Finally, remember that goals are they to inspire you, not to beat yourself up with!

Any time you’re SMART goal feels genuinely too hard and you find yourself switching off, stop! Revisit this worksheet and reset your goal-making it more “realistic”.

SMART GOALS WORKSHEET EXAMPLE

STARTING GOAL: Get more sales

SPECIFIC: Double the sales of my health e-book

MEASURABLE: Increase the revenue from my health e-book from \$10,000-\$20,000

Is it ACTIONABLE and within your control?

Three key steps I can take include:

- 1) Create a new, more exciting front cover
- 2) Create a marketing action plan for example: asking five friends to read and review it on Amazon
- 3) Increase the price from \$9.95 to \$12.95

REALISTIC: Increase the revenue from my health e-book from \$10,000-\$17,500

TIME bound-I would like to complete this goal by: November 30, 2020

FINAL GOAL: Increase the revenue of my e-book from \$10,000-\$17,500 by November 30, 2020.