



CHEAT SHEET



Hit the High Spots
of Success by Probing the
Fundamentals of **SMART Goals!!!**



✚ What are Goals?

- ✓ The desired result envisioned by a person or a group, accompanied by an effort aimed at the achievement.
- ✓ Any planning that you do for the future regardless of what it is - is a goal.
- ✓ A goal includes plans and commitment that will ensure that the ambition is fruitful.

✚ SMART Goals

- ✓ Specific (simple, sensible, significant).
- ✓ Measurable (meaningful, motivating).
- ✓ Achievable (agreed, attainable).
- ✓ Relevant (reasonable, realistic and resourced, results-based).
- ✓ Time-bound (time-based, time-limited, time/cost limited, timely, time-sensitive).

✚ Why is Setting Goals Important?

- ✓ Goals Give a Focus in life
- ✓ Helps in measuring progress
- ✓ Goals give the motivation to move ahead
- ✓ Setting a goal is like having a roadmap
- ✓ Build confidence and Boosts Hope
- ✓ Goals help to get locked in and remain undistracted

✚ Short-Term Goals

- ✓ A short-term goal is something that is wished to be done soon.
- ✓ Something that is desired to achieve in the near future.
- ✓ They might seem small, but completing them can lead to big accomplishments in life and career.

✚ Long-Term Goals

- ✓ Long-term goals are those whose time limit is decided by the course and path chosen to achieve them.
- ✓ They are harder than short-term goals, and more efforts are required to achieve them.

✚ SMART Goals: Specific

- ✓ Getting Specific about a goal helps to materialize. It moves from the abstract into reality.

- ✓ Being clear on the wants and needs helps in easy decision making and taking necessary actions.

✚ SMART Goals: Measurable

- ✓ Measurable goals mean identifying exactly what will be felt, seen and heard when the goal is accomplished.
- ✓ It means breaking the goal down into measurable elements. Concrete evidence would be needed.
- ✓ Defining the physical manifestations of the goal or objective makes it clearer, and easier to reach.

✚ SMART Goals: Actionable

- ✓ Achievable Goals means investigating whether the goal really is acceptable to the person.
- ✓ Weighing the effort, time and other costs that the goal will take against the profits and the other obligations and priorities set in life.

✚ SMART Goals: Realistic/Relevant

- ✓ Setting Unrealistic goals leave a person in an overwhelming state.
- ✓ Goals should be realistic enough to help believe that they are achievable.
- ✓ A goal must represent an objective toward which a person is both *willing* and *able* to work.

✚ SMART Goals: Time-Bound

- ✓ A goal without a time frame lacks the sense of urgency.
- ✓ Only when the goal has a strict timeline, it can be broken into weekly or monthly goals, moving one step closer to achieving it.
- ✓ Helps in charting and visualizing progress

✚ Things to Consider Before Setting SMART Goals

- ✓ Check if the goal is POSITIVE
- ✓ Make sure that the goal is stated in Present Tense
- ✓ Explore the purpose of the goal
- ✓ Explore the benefits of the goal
- ✓ Foresee the pain of Not accomplishing the Goal
- ✓ Align with moral values
- ✓ Visualize the after-effects of Goal Completion

✚ How to Set SMART Goals

- ✓ Decide on the BIG Picture
- ✓ Categorize your Life Goals: Career, Education, Mental, Physical Health, Emotional, Others
- ✓ Write down an Action Plan
- ✓ Stick to It

✚ Golden Rules of Goal Setting

- ✓ **Rule #1:** Set Goals that Motivate You
- ✓ **Rule #2:** Write Down your Goals
- ✓ **Rule #3:** Be Realistic
- ✓ **Rule #4:** Set BIG Goals that energize you
- ✓ **Rule #5:** Create your Why List
- ✓ **Rule #6:** Create a plan of action
- ✓ **Rule #7:** Work out your plan

✚ Common Goal Setting Mistakes

- ✓ Focussing on Too Few Areas
- ✓ Not Appreciating Failure
- ✓ Underestimating Completion Time
- ✓ Setting “Other People’s Goals”
- ✓ Setting Negative Goals
- ✓ Not Reviewing Progress
- ✓ Driving towards Perfectionism

✚ How to Achieve Work-Life Balance

- ✓ Make sure you like your Work
- ✓ Keep your Priorities Clear
- ✓ Be Grateful, No matter what
- ✓ Manage your Time Effectively
- ✓ Communicate Effectively
- ✓ Celebrate Your Wins
- ✓ Establish Boundaries
- ✓ Nurture your Family and Relationships

✚ Importance of Goal Setting As a Time Management Tool

- ✓ Provides Right Direction
- ✓ Helps Meet Deadlines
- ✓ Avoid Wastage of Time
- ✓ Manage Distractions

✚ Time Management Tips for Achieving Your Goals

- ✓ Fix your goals

- ✓ Plan Smart, Execute better
- ✓ Disconnect from social media periodically
- ✓ Focus on your highest value tasks
- ✓ Avoid Procrastination
- ✓ Audit time for 7 days
- ✓ Follow the 80-20 Rule
- ✓ Every day spend your Mornings on MITs

+ How to Keep Motivation Alive?

- ✓ Regular Attitude/mindset check
- ✓ Surround yourself with positive and supportive, like-minded people
- ✓ Look back at all you've already achieved
- ✓ Use Downtime to Learn
- ✓ Don't Worry About What You Can't Control
- ✓ Speak positive affirmations

+ How to Stick to Your Goals?

- ✓ Devote at least 15 minutes a day to your change
- ✓ Fork over the truth
- ✓ Never eliminate. Replace!
- ✓ Find Support
- ✓ Start Small
- ✓ Give yourself a Day Off
- ✓ Visualize Yourself Achieving it
- ✓ Put Pen to Paper
- ✓ Try Mindfulness and Breathing

+ Dealing with Failure

- ✓ Understand that Success doesn't come easy
- ✓ Search for your clues high and low
- ✓ Ignore the naysayers, because they will be out in full force
- ✓ Maintain a positive environment around yourself
- ✓ Be Honest
- ✓ Fail Forward
- ✓ Stay Motivated



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