

BE SMART WITH YOUR GOALS

Ruth Lewis
CAREER COACH

How many times have you decided upon a set of goals only for them to really get off the ground? Often, we think we know what we want but more often than not our goals never end up with a successful outcome.

The majority of times this comes down to us being too generalised with our goals, a case of it being more wishful thinking and hope rather than being specific and detailed with what it is we want. Without the detail, we can't plan, we can't identify possible roadblocks, we can't determine where we need to focus our attention or decide what steps to take to get from where we are now, to where we want to be.

Setting goals is easy when you're SMART about it. This worksheet is designed to help you formulate SMART goals; that are

- Specific
- Measurable
- Achievable
- Relevant
- Time-based

Specific – What specifically is your goal?

Measurable – How will you know when you've achieved your goal? How will you measure success?

Achievable – Is this achievable? Is there anything that will get in the way?

Relevant – Is this goal relevant to your long term plan?

Time-based – What exact date will you achieve this goal by?

Once you have identified your SMART goal, it is time to drill down further and look at what the journey might involve as you work towards your goal.

On the next sheet be clear on where you are right now, in the present. What is it that you're wanting to change? Then write in your goal, the thing that you're aiming for, where you want to be or what you want your future to include.

Knowing where you are now and where you want to be, what is the very first step you need to take?

Identify potential obstacles or roadblocks that might come up and get in your way to achieving success.

Is there anything else that you need to gain or learn in order to reach your goal? What other resources might you need?

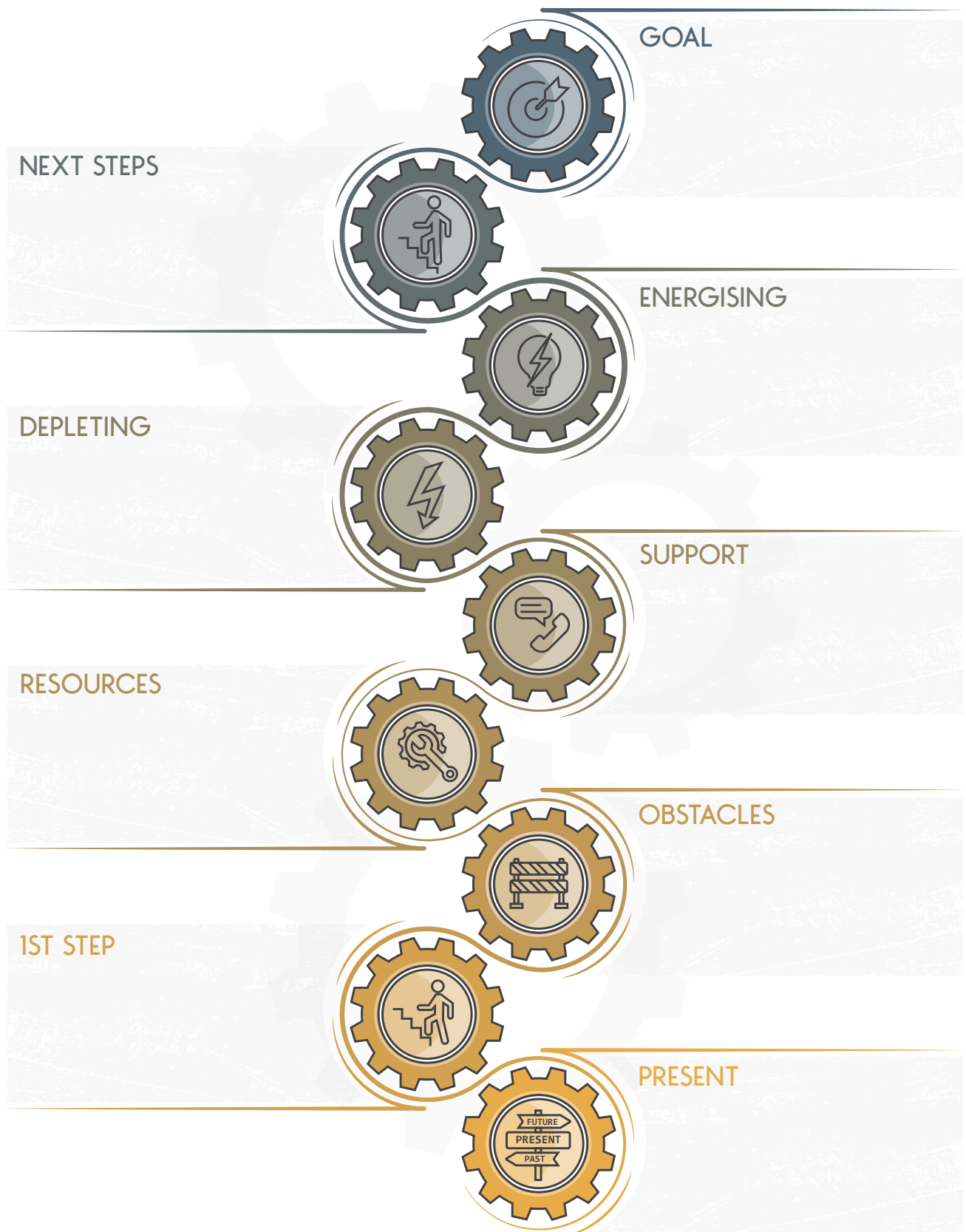
Is there any other support you want to draw upon to help you get there? Is there anything which would prevent you from asking for help or calling upon that support?

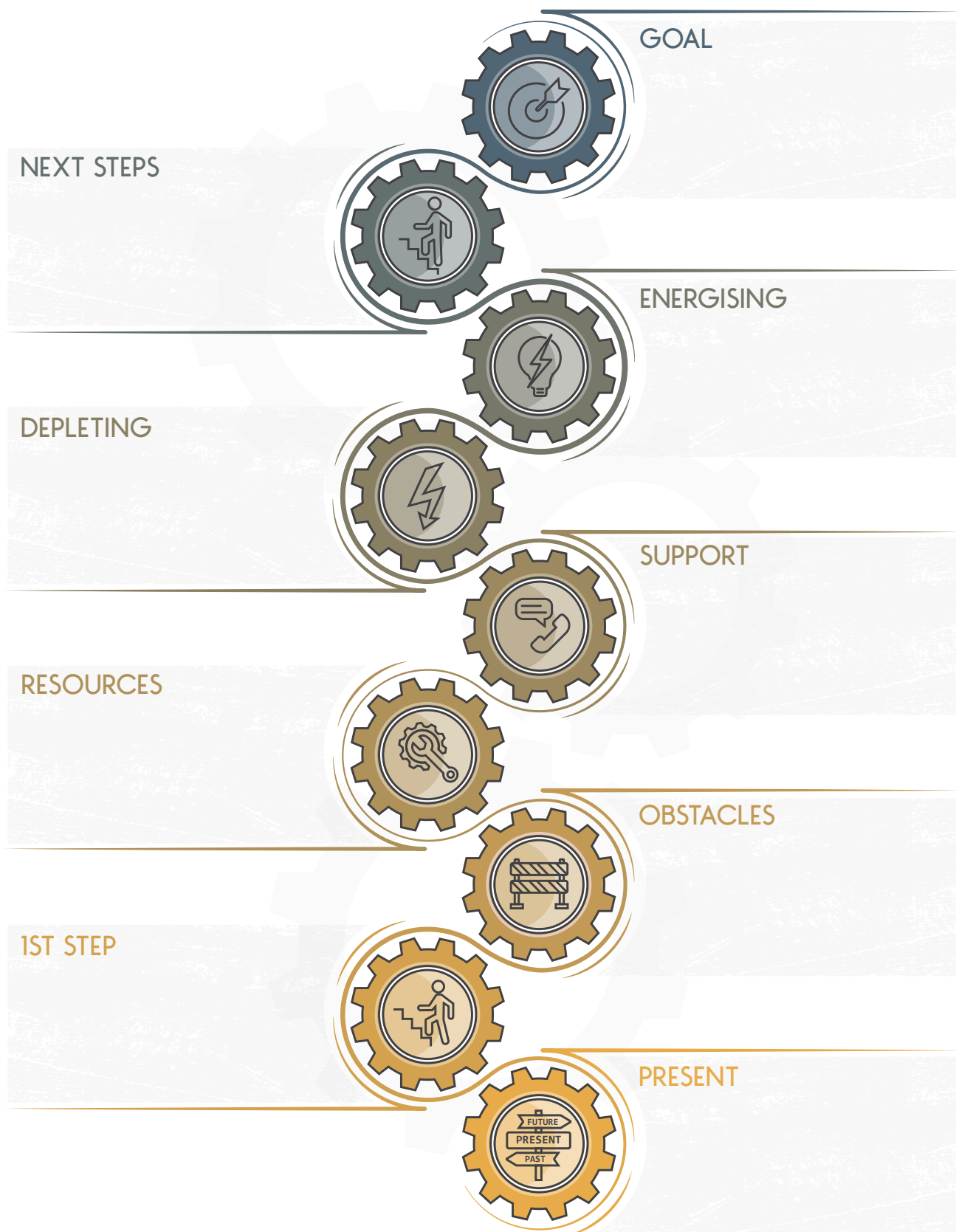
As you look ahead towards your goal can you identify anything that would drain you? Any action or step which would leave you feeling depleted? What kind of things would you find energising as you work towards your goal?

What further steps do you plan on taking to achieve a successful outcome on attaining your goal.

There are a number of these sheets within this document which you can use if you have more than one goal that you're focusing on at the moment.

The important thing to remember when working on your goals is to do just that, work on them. A successful outcome doesn't come from thinking about it, it comes from doing something. You're not going to anticipate every single obstacle that gets in the way, you're not going to have all the answers, things might work out how you expected. By identifying key aspects before and as you go, you'll be more adept and have the flexibility to be able to respond in a positive way so as to not derail you as you aim for your goals.







Office 7
Yorkshire House
Nostell Estate Business Park
Nostell, Wakefield
West Yorkshire
WF4 1AB

www.ruthlewis.co.uk

©Copyright 2021 Ruth Lewis. All rights reserved

