

Smart Goal-setting technique you should know

Goal-setting technique is a powerful process for shaping your ideal future, it helps motivate you to turn your vision for the future into a reality. By setting clearly defined and wonderful goals, you can measure, see progress and take pride in the achievement of your goals. A goal helps increase your confidence level and also helps acknowledge your creative ability and competence in achieving the goals you have set for yourself.

Goal-setting technique Infographic

SMART

Goal Setting Technique

Goal setting is a powerful process for shaping your ideal future and for motivating yourself to turn your vision of this future into reality. By setting clearly defined and sharp goals, you can measure, see progress and take pride in the achievement of these goals. Your confidence level will also increase as you acknowledge your own ability and competence in achieving the goals you have set.

How to Set S.M.A.R.T Goals

SPECIFIC

Be as specific as possible, because a goal with much greater detail has a greater chance of being accomplished than a general goal. When setting a specific goal, you must answer the six "W" questions:



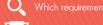
Who is involved?



What do I want to accomplish?



Where will this happen? Identify a location.



When will this happen? Establish a time frame.



Which requirements and restraints will be part of the process? Identify them.



Why am I setting this goal? Jot down the specific reasons and benefits of accomplishing this goal.

TIP/EXAMPLE:

A general goal would be: "I want to get in shape." A specific goal on the other hand would be: "I will join a fitness club and work out 3 days a week."



MEASURABLE

Always keep a standard of measurement for progress tracking towards the attainment of each goal you set. When you measure your goals, you will be pushed to stay on track, hit your target dates, and experience the delight of every achievement to keep you motivated towards your ultimate goal.

TIP/EXAMPLE:

To determine if your goal is measurable, ask questions such as:



How much?

How many?

How will I know when it is accomplished?



ATTAINABLE

This means investigating whether the goal is really acceptable to you. This involves weighing the effort, time and other costs your goal will take against the profits, resources and other priorities in your current life.

Almost any goal you set can be attained when you plan your steps wisely and put together a time frame that allows you to carry out those steps. Goals that may seem too far away will eventually move closer to you and become attainable. This is not because your goals diminished but because you grow and expand to match them.



TIP/EXAMPLE:

Set realistic yet challenging goals so that you hit the balance you need. It should not be too hard where you have no hope of achieving or too easy which doesn't give you any sense of achievement.



RELEVANT

Goals should be relevant to the direction you want your life and the strengths or interest you possess. By keeping your goals aligned to this, you will develop the focus and motivation you need to stay on track because it fills your heart with passion. On contract, if you set widely scattered and inconsistent goals which are non-relevant to where you want to be in your life, you'll likely drift and lose steam along the way.



TIP/EXAMPLE:

Say if you decide you want to become a major league baseball player, do not do it because the money is good.

The chances of you achieving that would be rather slim. But rather do it because you are passionate about the game.



TIMELY

A goal should be grounded within a time frame. With no time frame tied to a goal, there is no sense of urgency to achieve it. Make a tentative plan of everything you do. Deadlines are what makes most people switch to action so put them on paper and go after them. However don't be overly stringent with your time, which may end up having a reverse effect of achieving nothing in the end. Instead keep your time flexible and realistic so you can keep your drive high all the way to the end of the road.



TIP/EXAMPLE:

Say you want to lose 10 pounds. "Someday" would not work. On the other hand if you anchor it by the next 1st May, you've set your unconscious mind to start working on the goal.



Source:

<http://www.successfreaks.com/my-practical-goal-setting-guide/>
<http://www.mindtools.com/page6.html>