

Goal setting with SMART goals



S – they are specific, detailed, unambiguous. They are not vague, they help you know where you are going.

M – they are measurable, they can be quantified.

A – they are attainable. They can't be so impossible that they can't be achieved and therefore won't motivate. Important to strike a balance though, they need to be a challenge so that they will motivate – can't make them too easy.

R – realistic. Do they make sense – are they rational?

T – timed – must have a deadline, or else you will just drift. Have to say when you will achieve the goal.

Examples of goals that are not smart

Reduce expenses

Lose weight

Travel overseas

Turning those examples into smart goals:

Reduce expenses by 10% per annum by March 2011

Decrease weight by 2kg by October 2010

Travel overseas to U.K. and stay for 2 years by June 2011.

Ways to achieve goals

- ✓ **Write them down** – this makes them real. Takes them out of your head, turns a dream into a reality.
- ✓ **Read them regularly** – helps you to focus on them.
- ✓ **Review them regularly** (circumstances may change, goals may have to change.)
- ✓ **Share them with others** – more likely to achieve them if someone else knows about them.
- ✓ **Break large goals down** into smaller goals, helps them feel more achievable, less daunting.
- ✓ **Work backwards** - to help break large goals down – e.g. a goal to be achieved by June 2011, what do I need to do by April 2011 to achieve this, what do I need to do by January 2011 to achieve this etc etc. Helps make it more achievable.

Use visualisation – if the goal is to travel overseas, really visualise yourself doing that. Getting on the plane, saying goodbye to family, being on the plane, arriving at the destination, finding a job and flat. Make it really detailed in your mind. Do a creative writing exercise on it. How you want it to be when you get there. Do a vision board to help you focus on the goal and so your brain is imprinted with it, responds emotionally to it and starts to believe it.

Self awareness is the key to attaining goals. You set goals that you have passion for and that you really want to achieve yourself. They are goals that are meaningful to you, they aren't goals that someone else thought would be good for you. Can foster self awareness by breathing exercises, journaling or just mind watching.