

SMART Goal Planning Worksheet

"A Goal without a Deadline is Only a Dream!"

SMART Goals

You should make sure that your goals are "SMART" (specific, measurable, attainable, relevant, and timely)

- **Specific** -Describe this Goal in enough detail so that you can specifically define what is to be done; how it is important, or how it will have an impact on your overall vision. Is it challenging?
- **Measurable** -Describe how this Goal is Measurable. How will you know when the goal has been accomplished?
- **Attainable** -Describe how this Goal is Attainable. Can it be accomplished?
- **Relevant** – Describe how this Goal is Relevant. How does it relate to your big picture?
- **Timely** -Describe how this Goal is Timely. Can it be accomplished in a reasonable amount of time?

Defining your SMART Goals

An effective way of defining your SMART goals is to use the Who, What, Where, When, and Why steps. By describing each step for each goal, you can be assured that you will have a well-defined vision. Then, after you have completed your goal, perform a self-assessment to evaluate your goals.

- Who – Who is involved?
- What – What, specifically, will you do to help realize your vision through this goal?
- Where – Where will you work on the goal?
- When – When will you work on the goal?
- Why – Why is this goal important to realizing your vision?
- How measured – How do you measure the completion of your goal?
- How verified – How do you verify whether your goal helped to achieve your vision?

Creating SMART Goals

(Repeat process for each of your goals)

Step 1: Describe your goal:

Step 3: Complete the development of your goal by defining the following elements.

Who:

What:

Where:

When:

Why:

Self-Assessment:

How Measured:

How Verified:

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Step 4: All Goals should be "**SMART**," test your goal by answering these questions:

- **Specific** -Describe this Goal in enough detail so that you can specifically define what is to be done; how it is important, or how it will have an impact on your overall vision. Is it challenging?
- **Measurable** -Describe how this Goal is Measurable. How will you know when the goal has been accomplished?
- **Attainable** -Describe how this Goal is Attainable. Can it be accomplished?
- **Relevant** – Describe how this Goal is Relevant. How does it relate to your big picture?
- **Timely** -Describe how this Goal is Timely. Can it be accomplished in a reasonable amount of time?

Examples of SMART Goal Statements

Writing a SMART goal statement takes a vague idea and transforms it into a specific, measurable, agreed to, realistic and time phased goal.

Vague Goal Statement: I want my job to be a good fit.

SMART Goal Statement: By the end of November of [insert year], I will be in a position that fits with my Myers Briggs Type Indicator (e.g. ENFJ), utilizes my top ten transferable skills, fits my top five career values, correlates with my top 5 passions, provides for the top five work environment preferences I have (e.g. short commute, open concept office, matrix management style, natural light in work area and perfume free environment). I will join a job search club, research to create a list of 50 companies that fit with my good fit profile and participate in ten or more networking events.

Vague Goal Statement: I will take some professional development courses.

SMART Goal Statement: By January 1st of [insert year], I will have researched and decided on five courses I want to complete over a three year period. I will register in my first course to start September of [insert year]. My course plan fits with my five year career plan and I will have determined a budget and gathered the financial resources and family support in place prior to January 1st [insert same year as above].

Vague Goal Statement: I want to increase my sales.

SMART Goal Statement: By the next quarter, I will have increased my sales a minimum of 10% by calling on one more customer each day, following up with 3 existing customers weekly, and play one additional game of golf each week with prospects.

If you would like discuss this exercise or would like to put it to use, contact me at Steve@SurgicalSalesSolutions.com to arrange a free tele-meeting. There is no obligation to work with me beyond this and it gives you an opportunity to sample our services.