



# **S.M.A.R.T. Goal Setting**

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- 1. Specific**
- 2. Measurable**
- 3. Achievable**
- 4. Results-Driven**
- 5. Time Sensitive**



# The Goal Setting Process

1. Identify area's for goal setting
  - a. Examples: Personal Development, Process Improvements, Teambuilding, Leadership Skills, Organization, etc.
2. Crystallize your thoughts and Convert the plan to writing
  - a. Include: Action Plan and Deadlines
3. Implement the plan
4. Monitor and adjust the plan

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## Goal Achievement Strategies

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- 1.** Know what your ultimate annual goal is and translate it into daily, weekly, monthly and quarterly action items
- 2.** Confirm that monthly goals are on target to reach your annual goal
- 3.** Record and measure your progress at least quarterly
- 4.** Track and understand your results ratios
- 5.** Develop a specific list of action items
- 6.** Use and implement a weekly itinerary system
- 7.** Monitor - reassess - adjust - persevere!!!