

# A FREE GUIDE TO CONCEPTUALIZING OBJECTIVES

---

## Instructions:

1. Using the template provided consider each of your goals one by one (it is going to take some time to work through all of them).
2. Answer each of the questions posed honestly and completely (to do otherwise is going to corrupt every action you take thereafter)
3. Use your responses to refine your previously stated objective (you will have greater clarity to be able to do so at this point)

La Toya Griffith

---

# A Guide to Conceptualizing Objectives

SMART	Prompt	Response
Specific	What do I want to accomplish? Why do I want to accomplish this? What are the requirements? What are the constraints?	
Measurable	How will I measure my progress? How will I know when the objective is accomplished?	
Achievable	How can the objective be accomplished? What are the logical steps I should take?	
Relevant/ Realistic	Is this a worthwhile objective? Is this the right time? Do I have the necessary resources to accomplish this objective? Is this in line with my long term objectives?	
Time Bound	How long will it take to accomplish this objective? When is the completion of this objective due? When is my proposed start date? When am I going to work on this objective?	

# NEED FURTHER SUPPORT?

---

## LET'S CONNECT AT:



CONNECT@LATOYAGRIFFITH.COM



LATOYAGRIFFITHCONSULTING



LATOYAGRIFFITH.COM

| La Toya Griffith |

---