Setting goals is easy. Setting the ***right*** goals—goals that are clear, achievable, and aligned with your vision—is where real progress begins. This exercise is designed to help you define a SMART goal—one that is Specific, Measurable, Achievable, Relevant, and Time-bound. This process will help you turn vague intentions into focused, actionable steps. All you need is a few quiet minutes and something to write with. Let’s get started.

**STEP 2: SMART Goal-Setting Exercise**

1. Reflect on What You Want
   * Ask yourself:
     + What is one thing I really want to achieve in the next 3–12 months?
     + Why is it important to me?
     + Jot down 2–3 ideas.
   * Example Prompt: “I want to improve my communication skills so I can lead meetings confidently.”
2. Turn Your Idea Into a Specific Goal
   * Be clear and concrete. Ask:
     + What exactly do I want to accomplish?
     + Who is involved?
     + Where will it happen?
   * Example: "I want to complete a public speaking course and deliver a presentation to my team."
3. Make It Measurable
   * Add metrics or milestones:
     + How will I know I’ve succeeded?
     + What does progress look like?
   * Example: "I’ll complete a 6-week course and give a 10-minute team presentation by October."
4. Check If It’s Achievable
   * Ask:
     + Is this realistic given my current resources and time?
     + Do I need support, training, or tools?
   * Example: "Yes, I have 2 hours a week I can dedicate, and my company reimburses course fees."
5. Make Sure It’s Relevant
   * Ask:
     + How does this goal align with my long-term aspirations?
     + Does it support my career/personal values?
   * Example: "Improving my communication aligns with my goal of becoming a team lead."
6. Add a Time Limit
   * Decide:
     + When will I start?
     + What is the deadline?
   * Example: "I’ll start the course next Monday and complete the goal by October 15."
7. **Final SMART Goal Example:**

“I will complete a 6-week public speaking course and deliver a 10-minute presentation to my team by October 15 to improve my communication and leadership skills.”

| **SMART GOAL WORKSHEET** | |
| --- | --- |
| What You Want: | |
| Turn Your Idea Into a **Specific** Goal |  |
| Make It **Measurable.** |  |
| Check if it’s **Achievable**. |  |
| Make sure it’s **Relevant.** |  |
| Add a **Time Limit** |  |
| **Final SMART Goal** | |