

Goal Setting

What is SMART goal setting?

SMART goal setting brings structure and trackability into your goals and objectives. Instead of vague resolutions

SMART goal setting is one of the most effective

A goal without a plan is just a wish!

What does S.M.A.R.T. goal setting stand for?

Think of a small goal you want to set right now, personal or professional.

To make your goal S.M.A.R.T., it needs to conform to the following criteria: Specific, Measurable, Attainable, Relevant and Timely.

S.M.A.R.T. goal setting: Specific

What exactly do you want to achieve?

The more specific your description, the bigger the chance you'll get exactly that. S.M.A.R.T. goal setting clarifies the difference between 'I want to be a millionaire' and 'I want to make \$50,000 a month for the next ten years by creating a new software product'.

S.M.A.R.T. goal setting: Measurable

Measurable goals means that you identify exactly what it is you will see, hear and feel when you reach your goal. It means breaking your goal down into measurable elements. You'll need concrete evidence. Being happier is not evidence; not smoking anymore because you adhere to a healthy lifestyle where you eat vegetables twice a day and fat only once a week, is.

Measurable goals can go a long way in refining what exactly it is that you want, too. Defining the physical manifestations of your goal or objective makes it clearer, and easier to reach.

S.M.A.R.T. goal setting: Achievable

Is your goal achievable? That means investigating whether the goal really is acceptable to you. You weigh the effort, time and other costs your goal will take against the profits and the other obligations and priorities you have in life.

If you don't have the time, money or talent to reach a certain goal you'll certainly fail and be miserable. That doesn't mean that you can't take something that seems impossible and make it happen by planning smartly and going for it!

There's nothing wrong with shooting for the stars; if you aim to make your department twice as efficient this year as it was last year with no extra labour involved, how bad is it when you only reach 1,8 times? Not too bad...

S.M.A.R.T. goal setting: Relevant

Is reaching your goal relevant to you? Do you actually want to run a multinational, be famous, have three children and a busy job? You decide for yourself whether you have the personality for it, or your team has the bandwidth.

If you're lacking certain skills, you can plan trainings. If you lack certain resources, you can look for ways of getting them.

The main questions, why do you want to reach this goal? What is the objective behind the goal, and will this goal really achieve that?

You could think that having a bigger team will make it perform better, but will it really?

S.M.A.R.T. goal setting: Timely

Time is money! Make a tentative plan of everything you do. Everybody knows that deadlines are what makes most people switch to action. So install deadlines, for yourself and your team, and go after them. Keep the timeline realistic and flexible, that way you can keep morale high. Being too stringent on the timely aspect of your goal setting can have the perverse effect of making the learning path of achieving your goals and objectives into a hellish race against time – which is most likely not how you want to achieve anything.

Tip: Using a SMART checklist, you can evaluate your objectives and track your progress

How to set a SMART Goal!

Write a vague description/idea of the goal

Before you think about how to make the goal a SMART one, write out the goal you have in mind.

At this stage, it can be messy and ambiguous, though of course the clearer it is the better.

Initial description of the goal

Specific

Make the goal quantifiable

Now then, let's begin to make the goal feel tangible.

First thing is to specify the goal by making it quantifiable. Without specificity, the goal is a lot more like a wish than an actual goal.

In addition to making it quantifiable, you want to **answer the following questions:**

- What do I want to accomplish?
- Why is this goal important?
- Who is involved?
- Where is it located?
- Which resources/limitations are involved?

Description of the (specific) goal

Example: Imagine that you are currently a Warehouse Operator, and you'd like to become Team Leader. A specific goal could be, "I want to gain the skills and experience necessary to become an area team leader within my organization so that I can build my career and lead a successful team."

Measurable

Determine metric(s) to track progress

Your goal must be measurable so you can track progress, stay motivated, and recognize when you have achieved it.

A measurable goal should address questions such as:

- How much?
- How many?
- How will I know when it is accomplished?

How is the goal measurable?

Example: You might measure your goal of acquiring the skills to Team Leader by determining that you will have completed the necessary training courses and gained the relevant experience within two - five years' time.

Attainable

Ensure it is within the realm of realistic possibility

Setting a specific and measurable goal is all well and good, but if it's not realistic then its a waste of time, and will only lead to disappointment.

Therefore you must make sure that the goal is actually attainable given your unique circumstances.

An achievable goal will usually answer questions such as:

- How can I accomplish this goal?
- How realistic is the goal, based on other constraints, such as financial factors?

How is the goal attainable?

Example: You might need to ask yourself whether developing the skills required to become Team Leader is realistic, based on your existing experience and qualifications. For example, do you have the time to complete the required training effectively? Are the necessary resources available to you? Can you afford to do it?

Relevant

Determine how the goal is connected to something bigger

This step is about ensuring that your goal *really* matters to you, and that it aligns with other relevant goals.

You should answer the following questions to ensure your goal is relevant:

- Does pursuing the goal seem worthwhile?
- Is it the right time?
- Am I the right person to reach this goal?
- How is this goal connected to other goals?

How is the goal relevant?

Example: You might want to gain the skills to become Team Leader within your organization, but is it the right time to undertake the required training, or work toward additional qualifications? Are you sure that you're the right person for the Team Leader role? Have you considered your spouse's goals? For example, if you want to start a family, would completing training in your free time make this more difficult?

Time-Bound

Set a deadline

The final piece of the SMART jigsaw – making the goal time-bound.

The reason why your goal should be time-bound is relatively self-explanatory, because every goal needs a target date; a deadline to work towards.

In order to make your goal time-bound you should answer the following questions:

- When is the final deadline to achieving this goal?
- What can I do six months from now?
- What can I do six weeks from now?
- What can I do today?

How is the goal time-bound?

Example: Gaining the skills to become Team Leader may require additional training or experience, as we mentioned earlier. How long will it take you to acquire these skills? Do you need further training, so that you're eligible for certain exams or qualifications? It's important to give yourself a realistic time frame for accomplishing the smaller goals that are necessary to achieving your final objective.

Bibliography

<https://www.process.st/checklist/smart-goal-setting-checklist/>

Short - SMART GOAL VIDEOS -youtube

<https://www.youtube.com/watch?v=1-SvuFIQjK8>

<https://www.youtube.com/watch?v=PCRSVRD2EAK>

SMART Tool

| | |
|--------------------|--|
| S pecific | |
| M easurable | |
| A ttainable | |
| R elevant | |
| T imely | |

| | |
|--|--|
| | |
|--|--|

| | |
|--------------------|--|
| S pecific | |
| M easurable | |
| A ttainable | |
| R elevant | |
| T imely | |

| | |
|--|--|
| | |
|--|--|