



Goal Setting Worksheet

© 2014 All Rights Reserved. This document can be downloaded for free but it is not to be altered or reproduced without permission.

www.owensxley.com

Guide to Setting Goals

Think of setting goals as a map to help you navigate the world of indecision and procrastination. Goals help you establish where you want to go and how to get there.

As with most entrepreneurs there is rarely a shortage of good ideas; the challenge is usually implementation of the ideas. Very often you create a mental plan of how things will work out but along the way, you become distracted and somehow your best-laid plans get side kicked. Or it might just be that you committed to doing too many things at the same time and became overwhelmed, causing you to abandon your initial dream.

Whatever the case, this guide is intended to help you streamline your ideas, by setting objectives based on the SMART methodology. Instead of trying to achieve so many things at once, you can set your goals based on priority and work on them sequentially.

The SMART acronym stands for:

S – Smart

M – Measurable

A – Attainable

R – Realistic

T – Time bound

SPECIFIC

State clearly what you want to achieve. How will you achieve it and when you will achieve it. It attempts to answer the six 'W' questions of who, what, where, when, which and why.

Measurable

Think of the end result you want to achieve. Break it down into smaller bits (milestones). This attribute will help you figure out how much work needs to be done, how often and in what quantity. The milestones will keep you on track and validate that you are going in the right direction. Describe how each goal will be measured. Attach a numeric or descriptive element to it. Establish criteria for measuring your progress.

Attainable

The first thing to consider when setting goals is if the goal is achievable. Do you believe that you can do what you are planning to do? If the goal is bogus and lopsided, you will likely become discouraged. It is important to consider your resources, skills and strengths. This does not mean you cannot aim high, but that you are realistic about your goals.

Relevant

When setting goals ensure that what you want to achieve is relevant in light of where you currently are or hope to be. Focus on things that are in line with the vision you have set for yourself.

Time Based

This factor is closely related to being specific. It gives you accountability by ensuring that there is a time frame to each goal you have set. It minimizes procrastination by serving as a deadline for when you have to get your goal accomplished.

To begin:

Make a list of your goals in order of priority

Goal 1: -----

Goal 2-----

Goal 3-----

Goal 4-----

Goal 5-----

Business Goals

Objective	Specific (S)	Measurable (M)	Attainable (A)	Relevant (R)	Time based (T)	Achieved (yes/No)
Goal 1: What do you want to do?	-Who will do it? -What will they do? -Why are they doing it? -Where will it be done? -When will it be done?	-How much will be done? -Milestones -How will you know when it has been done? -What measure will you use to quantify your results? - % , rates, quantity	-How achievable is this goal? -Is it challenging? -Is it reasonable?	-Does it tie in with your vision? -Is it necessary and needed? -Is there a sense of urgency attached? -What issue will it help you address?	-When will it be done? Give a specific date	
Goal 2:						
Goal 3						
Goal 4						
Goal 5						