

WORK TOWARD MEASURABLE TARGETS

Without measurable targets it is difficult to achieve a sense of accomplishment.

SMART Goals

Goals should be SMART. This stands for Specific, Measurable, Achievable, Relevant and Time-bound, and is a useful reminder of how to write a top quality goal. Here's what it means...

Specific – your goal should have its expected outcome stated as simply, concisely and explicitly as possible. This answers questions such as; how much, for whom, for what?

Measurable – a measurable goal has an outcome that can be assessed either on a sliding scale (1-10), a percentage, or as a hit or miss, success or failure.

Achievable – an achievable goal has an outcome that is realistic given your current situation, resources and time available. Goal achievement may be more of a “stretch” if the outcome is tough or you have a weak starting position.

Relevant – a relevant goal should help you on your mission or your “bigger” objectives.

Time-bound – a time-bound goal includes realistic timeframes.

You should limit your goals to between 5 and 7 at any one time. To achieve your goals you have to focus your efforts and attention. As you progress and complete goals, you may add new goals. If you find yourself with more than 7 goals, you are probably writing mini -goals or tasks. Remember to keep your goals focused on a major area of responsibility.