

SMART Goals Template Presented by Richard Butler of richardbutlerthesuccesscoach.com

SMART goal setting is very popular in the business arena, and helps a person focus more on what it is they wish to achieve because the person defines the goal in more detail. Before I give you the working template let me first explain or recap on SMART goals.

So what exactly does SMART stand for?

Specific – What is it exactly that you would like?

Measurable – How will you know when you've got it?

Achievable – are you capable of the goal? Do you have the necessary experience/ training to achieve it?

Realistic – How realistic is it?

Timed – When would you like it by?

Now instead of someone saying I want to loose weight they can using the SMART method change their goal to read:

"I want to loose 2 stone, in 4 months time and fit into a size 34 waist pair of trousers. I will exercise two evenings a week in the gym from 7 – 9. I can achieve this as I have lost weight in this way before."

This goal is now more realistic, as the person has set out a specific amount of weight to loose, it is measurable and realistic and a time frame has been set. It is now:

- Specific
- Measurable
- Achievable
- Realistic
- Timed

SMART Goals Template

What follows is a SMART Goals Template

What exactly do I want to achieve (Be Specific)

How Will I know when I have got it (Measurable, include dates, time, places etc)

How do you know you are capable of reaching this goal? (Achievable – give evidence to back it up)

How realistic is this goal? (Is it actually realistic to set it, i.e. am I setting the right time frame, the right measurement etc)

How long will it take me to reach this goal? What time limit am I giving it?

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