

Goal Setting Guided Notes

- What is a goal?
 - A ____ is something you really want to do, be or have.
 - Setting a goal is making a ____ to work towards it by breaking it into smaller, manageable steps.
- Short-term vs. Long-term goals:
 - Short-term goal – An objective intended to be accomplished within a few weeks to a ____.
 - Long-term goal- An objective intended to be accomplished over an extended period, usually _____ years or more.
- SMART Goals:
 - What makes a goal SMART:
 - Specific
 - Measurable
 - Achievable
 - _____
 - Time-bound
- Specific:
 - Ask these questions:
 - What are you trying to _____?
 - Who will be _____?
 - ____ do you want to set this goal?
- Measurable:
 - Make sure you know when you have ____ your goal.
 - Ensure there is a way to _____ success.
- Achievable:
 - How _____ is it to achieve my goal?
 - What _____ do I have to achieve this goal?
- Relevant:
 - Why is this goal _____?
 - What areas of my life or business does this goal _____ to?
- Timebound:
 - Set a _____.
 - _____ your progress.
 - Put it all _____ to create a SMART goal.

Answer Key:

- What is a goal?
 - Goal
 - Plan
- Short-term vs. Long-term goals:
 - Year
 - Several
- SMART Goals:
 - Relevant
- Specific:
 - Accomplish
 - Involved
 - Why
- Measurable:
 - Met
 - Measure
- Achievable:
 - Realistic
 - Skills
- Relevant:
 - Important
 - Relate
- Timebound:
 - Deadline.
 - Track
 - Together