

SMART Goal Planner

YOUR GOAL:

S	Make it specific & simple	<i>What exactly do you want to achieve?</i>
M	Make it meaningful and measurable	<i>How will you be able to tell you have made progress? Why does it matter to you?</i>
A	Make sure it is achievable now	<i>List the steps required to help you achieve your goal.</i>
R	Make it responsible and realistic	<i>Can you visualise a life where you have achieved your goal?</i>
T	Make it timely	<i>When will you accomplish your goal?</i>

TIME AUDIT

After completing the table, ask yourself -

How many hours per week can you dedicate to achieving your goal?

Activity	# hours per week
Sleep	
Work	
Commuting	
Errand & house work	
Cooking & eating	
Friends/social events	
Sports/exercise	
Hobbies	
Reading & learning	
TV & gaming	
Miscellaneous	
Total	168

FOCUS

Use this guide as your daily reminder to let go of baggage and stay focused on your goal. Write it down again below:

ACTION

List 3 simple tasks you can complete to get you closer towards your goal.

Task	Complete by:
1.	
2.	
3.	