

# How To's

## MAKE A SMART GOAL

### Learning Outcomes

The goals of this How To is for you to be able to:

1. Understand what a SMART Goal is.
2. Know how to set the right SMART goals for you.

### Shopping List

You will need:

- A quiet moment.
  - This downloaded fillable PDF.
- or
- Printed out version of the exercise and challenge.

### Happy Learning!

Have many dreams and aspirations, but never seem to be able to stick to your goals? Did you know that a whopping 92% of people never reach their New Year's goals?

Too often, we set unrealistic and vague goals, and end up frustrated and demotivated when we don't see progress. Therefore, it's time to learn how to set SMART goals - and finally achieve your dreams!

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# What is a SMART Goal?

Goal setting is not the same as vision setting. It is important to ask yourself what do you really want and why.

Then you can make a SMART goal, which is an acronym for **Specific, Measurable, Achievable, Relevant** and **Time-bound**. By breaking the goal down and describing it in each of these categories, you will ensure its success!

## FOR EXAMPLE

Instead of saying "I want to gain more leads to grow my business."

Try to phrase the goal in a SMART way, like so:

**"I will gain 5 new leads between the beginning of June and the end of July 2020 through cold-calling my network."**

- S** Specific: 5 new leads.
- M** Measurable: Leads are measurable (you get the leads or you don't).
- A** Achievable: Cold-calling the network.
- R** Relevant: Gaining new leads will help growing the business.
- T** Time bound: Beginning of June until end of July 2020.

Fill in the template below with your SMART goal(s). Use one template per goal.

# SMART Goals

Write down the initial goal you have in mind

**S** What do you want to accomplish? Who needs to be included?  
When do you want to do this?

Specific

**M** How can you measure progress and know if you've successfully met your goal?

Measurable

**A** Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal?

Achievable

**R** Why am I setting this goal now? Is it aligned with overall objectives?

Relevant

**T** What's the deadline and is it feasible?

Time-bound

# 90 Day Plan

Map out how you will achieve your SMART goal(s) above with smaller sub-goals in the 90 Day Plan below.

Remember, small steps! Some goals require more than 90 days to achieve, in that case just see what you can do to work towards the goal in the first 90 days.

30 days

60 days

90 days

Smart Goal

1

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Smart Goal

2

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Smart Goal

3

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# The Last Tips

Congratulations, you now know how to make a SMART goal!

You are now **one step closer** to achieving your dreams through your actions! Make sure to **continuously revisit your SMART goal and reflect on it** and your performance. You will find some more tips below and other materials for extra inspiration.

## Here are some tips to keep in mind:

- 1 Really make your goal attainable.
- 2 Reward yourself!
- 3 Keep going back to your SMART goal and tweaking it if it's not working perfectly for you yet.
- 4 Remember, practice is perfect, so keep making new SMART goals.
- 5 Reflect on your goals and progress!

## Extra Inspiration

Article: [Guide for Writing Smart Goals](#)

Podcast: [Smart Goals and Wellness](#)

Video: [Get Exactly What You Want](#)

Website: [Doors Open](#)