



Set SMART Goals

Specific

Professional

Vague: Earn more money

Specific: Earn annual salary of over £40,000 a year.

Personal

Vague: Improve love life

Specific: Go on at least one date every two weeks.

Measurable

Professional

Incalculable: Decrease overtime.

Specific: Work a maximum of four hours overtime a week.

Personal

Incalculable: Get more compliments from friends.

Specific: Ask best friends to identify at least three things they appreciate about me.

Attainable

Professional

Unattainable: Make customers buy more products.

Attainable: Improve my sales technique.

Personal

Unattainable: Make my mother stop criticising me.

Attainable: Attend assertiveness class and learn to assert myself with my mother.

Realistic

Professional

Unrealistic: Make my boss see me as great employee.

Realistic: Maintain 90% + rating during quarterly performance appraisals.

Personal

Unrealistic: Lose two stone in weight during next two weeks.

Realistic: Develop exercise/ diet program to lose two stone within four months.

Timed

Professional

Vague: Get a promotion soon.

Timed: Ask about promotion opportunities within next week, request promotion within 6 months.

Personal

Vague: Buy a new car some time soon.

Timed: Buy new car in six months time.