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Use Your S.M.A.R.T.S. in Mastering Your Goals



Too many goals, so little time.

It's very easy to get overwhelmed if you try to work on too many goals all at once. Goal-setting will be most effective and easier to accomplish if you tackle one goal

at a time. You also need to be flexible in your mission to attain these goals. Some goals you will finish, other goals will have to be modified to keep them within reach.

Hyrum W. Smith, a time-management consultant, created this acronym to remember the key elements for effective goal-setting.

Keep this acronym in mind as you work on your own goals:

S.M.A.R.T.S

GOAL SETTING

S

SPECIFIC

M

MEASURABLE

A

ATTAINABLE

R

RELEVANT

T

TIME-BOUND

S - Specific.

Make more money, is too vague.

Increase my monthly income by 50%, is specific.

M - Measurable.

Quantify your goals.

Describe how much and how often to measure your progress.

A - Action-Oriented.

Include the actions and steps you will take to complete each goal.

Make these actions a part of your daily or monthly tasks.

R - Realistic.

Your goals might be difficult, but they must be attainable.

Make enough income from my own business to quit my day job.

T - Timely.

Set reasonable times you expect to reach your goals.

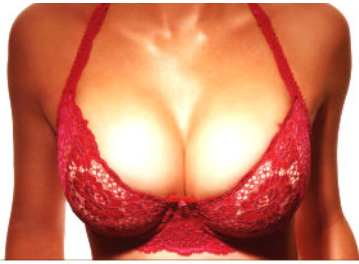
I want to quit my day job in 1 year.

S - Self-Determined.

Set goals that are personal and meaningful to you.

Become a self-employed business owner.

In a nutshell, be **SMARTS**, and keep it simple, stupid. If you follow these basic principles for goal-setting, you can avoid becoming the type of person who just 'sets them, then forgets them'. And, of course, don't get caught focusing!



GOALS

Focus On Your Goals...
Just Don't Get Caught Focusing.

Okay, I see you staring. Get back to work!!

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