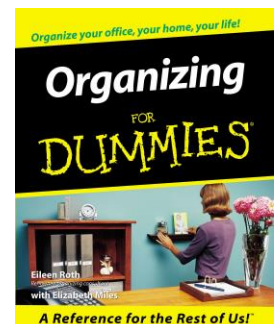# S.M.A.R.T. Goals

Workbook
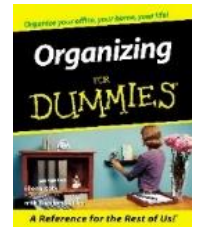
Succeed with SMART Goals

Eileen Roth
Everything in its Place ®
Your Organizing Tour Guide For Success™

Everything in its Place®

Eileen Roth
Your Organizing Tour Guide for Success™

Eileen Roth is the author of **Organizing For Dummies** She is a national speaker, trainer and productivity expert in the areas of:

Office Organization	**Home Organization**
Time Management	**Student Organization**

Eileen named her company Everything in its Place® because she truly believes that you can find a place for everything. This reduces your stress and helps you find everything when you need it. She has appeared in the media:

Copyright Notice
All Rights Reserved. 2022 Rev 2023

Disclaimer Notice

The author is not a legal or financial person. No information in this document
 should be construed as financial or legal advice.

All information presented here is the view of this author as of the date of this publication.
Because conditions change, the author reserves the right to alter or update this information.
However, the author is under no obligation to update this information.

Brainstorm Your Goals

Brainstorming is just putting down your ideas as they come to you. Don't think about whether they will work or not, just put them down on paper. You can even use different colors if you want.

There are two different methods – drawing and writing.

If you prefer to draw, use the graph below.
   (To list ideas, see the next page.)

Business Goals

Personal Goals

Brainstorm your Goals

If you prefer to write or type your goals, use the table below.

Business Goals	Personal Goals

How to Create S.M.A.R.T. Goals

Turn your goals into S.M.A.R.T. goals.
Write a goal, then transform it using the process below.
Take each letter of the word S.M.A.R.T. and add that step to your goal statement until you have all 5 elements in your goal.

S.M.A.R.T. Goals
S   Specific
M Measurable
A   Achievable
R   Relevant
T   Timely

Here's an example of how to transform a goal into a S.M.A.R.T. goal:

   Typical Goal: **I want to be healthier.**   *(too vague)*

S = Specific: **I want to be healthier by losing weight.**
                       Is it Specific? Yes, losing weight is one way to be healthier.

M = *Measurable*   **I want to lose 10 lbs.**
                       Is it Measurable? Yes, 10 lbs. can be measured.
                       Just saying lost weight is not measurable.

A = *Achievable*   **I want to lose 10 lbs. in my stomach.**
                       Is it Achievable? Yes, if your weight is mostly in your stomach.

R = Relevant   **I want to lose 10 lbs. in my stomach by running.**
                       Is it Relevant? Yes, if you will run. No, if you won't run.
             .

T = Timely   **I want to lose 10 lbs. in my stomach by running in 3-6 mos..**
                       Is it Timely? Yes, 3-6 months is possible. 1 month is not.
                       Goals need a deadline that is achievable, or you will quit.

Goal > S.M.A.R.T. Goal

Complete each step and then rewrite your goal on the bottom.

S = Specific
M = Measurable
A = Achievable
R = Relevant
T = Timely

Write your SMART Goal in 1 sentence:

Goal > S.M.A.R.T. Goal

Complete each step and then rewrite your goal on the bottom.

S = Specific
M = Measurable
A = Achievable
R = Relevant
T = Timely

Write your SMART Goal in 1 sentence:

Goal > S.M.A.R.T. Goal

Complete each step and then rewrite your goal on the bottom.

S = Specific

M = Measurable

A = Achievable

R = Relevant

T = Timely

Write your SMART Goal in 1 sentence:

Goal > S.M.A.R.T. Goal

Complete each step and then rewrite your goal on the bottom.

S = Specific
M = Measurable
A = Achievable
R = Relevant
T = Timely

Write your SMART Goal in 1 sentence:

Goal > S.M.A.R.T. Goal

Complete each step and then rewrite your goal on the bottom.

S = Specific
M = Measurable
A = Achievable
R = Relevant
T = Timely

Write your SMART Goal in 1 sentence:

Goal > S.M.A.R.T. Goal

Complete each step and then rewrite your goal on the bottom.

S = Specific
M = Measurable
A = Achievable
R = Relevant
T = Timely

Write your SMART Goal in 1 sentence:

Goal > S.M.A.R.T. Goal

Complete each step and then rewrite your goal on the bottom.

S = Specific

M = Measurable

A = Achievable

R = Relevant

T = Timely

Write your SMART Goal in 1 sentence:

Goal > S.M.A.R.T. Goal

Complete each step and then rewrite your goal on the bottom.

S = Specific
M = Measurable
A = Achievable
R = Relevant
T = Timely

Write your SMART Goal in 1 sentence:

Goal > S.M.A.R.T. Goal

Complete each step and then rewrite your goal on the bottom.

S = Specific

M = Measurable

A = Achievable

R = Relevant

T = Timely

Write your SMART Goal in 1 sentence:

Goal > S.M.A.R.T. Goal

Complete each step and then rewrite your goal on the bottom.

S = Specific
M = Measurable
A = Achievable
R = Relevant
T = Timely

Write your SMART Goal in 1 sentence:

Goal > S.M.A.R.T. Goal

Complete each step and then rewrite your goal on the bottom.

S = Specific
M = Measurable
A = Achievable
R = Relevant
T = Timely

Write your SMART Goal in 1 sentence:

List your new SMART Goals