

Objective Setting Workbook 2

Activate your true potential today!



Freedom Learning - for everyone for life!

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Key Points

- **SMART Acronym**
 - **S**pecific: Define exactly what you want.
 - **M**easurable: Choose a way to track progress.
 - **A**chievable: Ensure it's realistic given your resources.
 - **R**elevant: Align with your broader aims and values.
 - **T**ime-bound: Set a clear deadline or timeframe.
- **Why SMART Matters**
 - A vague goal ("Be happier") is hard to pursue.
 - Converting to a SMART goal creates clarity, focus, and accountability.
 - Example transformation:

From "Be happier." **To** "Improve my emotional well-being and overall life satisfaction by practicing daily gratitude and mindfulness exercises over the next three months. Rate my happiness 1–10 each week and adjust practices based on my scores."

Exercises

1. **Write down** your original goal or objective.

2. **Specific:** Add precise detail (“What?” & “Why?”).

3. **Measurable:** Decide on a metric or method to track it.

4. **Achievable:** List one action you can realistically take.

5. **Relevant:** Explain how it connects to your larger ambitions.

6. Time-bound: Assign a deadline or review date.

Criterion	Your Revision
Specific	
Measurable	
Achievable	
Relevant	
Time-bound	

Activities

Activity 1: Peer SMART Review

- **Pair up** with a colleague or friend.
- **Exchange** your SMART goal drafts.
- **Provide feedback:** “Is the goal crystal-clear? Is there a way to measure it?”

Notes

Activity 2: Metrics Dashboard

- **Create a simple table** or chart (paper or digital) to log your weekly progress metric.
- **Review** at the end of each week to inform adjustments.

Reflections

1. **Clarity:** Which part of your goal felt hardest to make “Specific,” and why?

2. **Measurement:** How confident are you that your chosen metric truly reflects progress?

3. **Timeline:** Does your deadline feel motivating—or overwhelming?

Action Plan

1. **Finalize** your SMART objective in writing today.
2. **Set up** your progress-tracking table or app.
3. **Schedule** a weekly check-in in your calendar to log your metric.

Final Summary

Transforming a broad aspiration into a SMART goal turns wishful thinking into an actionable roadmap. By ensuring specificity, measurability, realism, relevance, and a defined timeframe, you build momentum, maintain focus, and guide yourself step by step toward success. Revisit and refine your SMART objective regularly—your future achievements depend on the clarity you establish today.

Good luck, and keep practicing !

Inspiring Quote “Goals are dreams with deadlines.” — Diana Scharf Hunt