

S.M.A.R.T. Goals

Free Guided Journal Prompt

Specific, Measurable, Achievable, Relevant, and Time-Bound.

S.M.A.R.T. goals were first described by George T. Doran in 1981, as a method for businesses to foster more clarity, meaningfulness, and success in communicating and fulfilling their goals.

The purpose of S.M.A.R.T. goals is to take the “guesswork” out of setting and achieving goals. By measuring and defining your goals within the framework of this method, you are able to outline a clear path to your objective, and to measure your progress in a way that feels meaningful and productive.

There is no right or wrong way to do this exercise. Use the space provided throughout this printout, or use your own paper. Write full journal entries, or simple bullet-point lists.

Consider a goal of yours that you would like to achieve, and try applying this method to it. First, write down the goal that you have in mind. Don't worry about the framework of this method just yet, you'll be reviewing and re-defining your goal as you work through this exercise.

Specific:

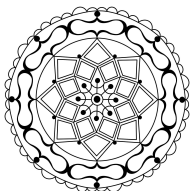
When defining your goal, consider these questions:

- Who? Am I going to be working toward this completely independently, or will I require assistance, support, or cooperation from other, specific individuals?

- What? What exactly are you trying to accomplish? This can be very detailed.

- When? What is the general time-frame for your goals? Weeks, months, years?

“Specific” cont. next page...



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- Where? What area of your life, and/or what literal location(s) will your work toward your goal occur in?

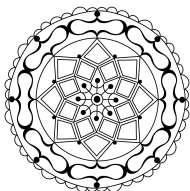
- Which? Are there any realistic obstacles and/or pre-requisites to achieving your goal?

- Why? Why do you want to achieve this? What emotional and/or practical reasons do you have for wanting to achieve this goal?

Now that you've answered some of these questions regarding the "specifics" of your goal, review your answers and highlight, circle, or underline the specific key components (i.e. the nouns, verbs, and adjectives) of each answer.

Then, using these key components, try summarizing all of your answers into a 2-4 sentence (give or take) definition of your "specific" goal.

Next page "Measurable"...



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Measurable:

How are you going to determine whether or not your goal has been met? How will you measure your progress? Consider the following:

- If your goal is to achieve “more” or “less” of something, then, how much?

- What kind of data will you need to collect and review? Do you need to start keeping track of something that you haven't kept track of before?

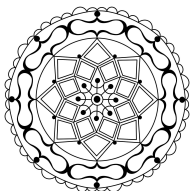
- Will your metrics be quantitative and/or qualitative? (i.e. quantitative: numbers, percentages, etc, or qualitative: outside feedback, emotional, etc.?)

- If your goal will take a long time to achieve (i.e. months or years) what are some major milestones?

Now that you've answered some of these questions regarding how to “measure” your goal, review your answers and highlight, circle, or underline the specific key components (i.e. the nouns, verbs, and adjectives) of each answer.

Then, using these key components, try summarizing all of your answers into a 2-4 sentence (give or take) definition of how you will “measure” your goal.

Next page “Achievable”...



S.M.A.R.T. Goals

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Achievable:

Is your goal attainable? How much of a challenge will it take? This should be inspiring, and help you recognize that you are capable of achieving things. Consider the following:

- What fears or self-limiting beliefs might be holding you back from fully committing to your goal?

- What resources will it take to achieve your goal? (time, energy, money, materials, etc.)

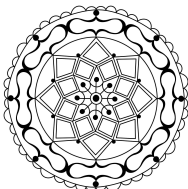
- What skills of yours will you use, and what skills might you need to develop?

- What experience or qualifications do you have that will support your progress toward your goal?

Now that you've answered some of these questions regarding how "achievable" your goal is, review your answers and highlight, circle, or underline the specific key components (i.e. the nouns, verbs, and adjectives) of each answer.

Then, using these key components, try summarizing all of your answers into a 2-4 sentence (give or take) definition of what it will take for you to "achieve" your goal. (You might consider phrasing your fears with something like "*Despite [fear], I know I am capable because...*")

Next page "Relevant"...



S.M.A.R.T. Goals

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Relevant:

Your goal should somehow relate to broader goals and values that you have for your life. For example, if your goal for this exercise is to learn or improve on a skill, that may relate to a broader goal or value of yours to be educated, knowledgeable, or highly skilled in something. Consider the following:

- What personal values of yours does this goal support?

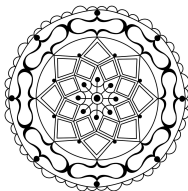
- What broader, more long-term, life goals of yours does this specific goal support?

- How does this specific goal support other, more short-term specific goals that you have?

Now that you've answered some of these questions regarding how "relevant" your goal is, review your answers and highlight, circle, or underline the specific key components (i.e. the nouns, verbs, and adjectives) of each answer.

Then, using these key components, try summarizing all of your answers into a 2-4 sentence (give or take) definition of how your goal is "relevant" to your life.

Next page "Time-Bound"...



S.M.A.R.T. Goals

Free Guided Journal Prompt

Time-Bound:

What is the deadline for the completion of your goal? Even if it isn't required to be completed by a certain date, when do you want to complete it? Setting deadlines for yourself can help you manage time and recognize progress. Consider the following when setting deadlines:

- Does this goal already have a required deadline? Such as a submission date?

- Does this goal need to be completed in order for you to move on to another goal?

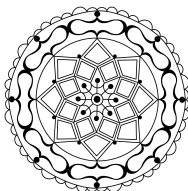
- What major milestones will help you measure your progress toward your goal?

- Are there any tasks that need to be completed in order to reach your goal, which have deadlines of their own?

Now that you've answered some of these questions regarding how "time-bound" your goal is, review your answers and highlight, circle, or underline any specific dates, and any specific tasks and milestones.

Then, using these dates, tasks, and milestones, draft a timeline for yourself for how you will reach your goal. Write down the necessary steps in the order that you need to complete them, and note any specific deadlines that exist for individual tasks.

Next page "Final Statement of Goal"...



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Finally, let's review all of the work that you've done in this printout, and summarize it into your mission statement and plan.

You could just re-write word-for-word each summary that you already wrote for all five aspects of S.M.A.R.T. goals, so that you have this information all in one easy-to-read place for yourself.

Or, you could review your summaries for each of the five aspects, and highlight, circle, or underline the information within them that you feel is most important to your overall statement of your goal. Then, using this key information, put it all together.

When you've finished writing your S.M.A.R.T. statement of your goal, you might want to place it somewhere that you will be able to notice and review it often. Maybe with a magnet on your fridge, or in your planner. Remember to acknowledge and celebrate the progress that you make toward your goals, and revisit your statement when you need some motivation.

