



SMARTER GOALS FOR SIMPLIFYING SUCCESS

**AN INTERACTIVE WORKBOOK TO TAKE YOU
FROM BRAINSTORMING TO ACTION!**

Presented by Knowledge Entrepreneur

Thank You!

*You're about to start
something great!*

*Thank you for joining the **Knowledge Entrepreneur** community!*

*We are committed to providing tools and resources that will help you think deeply about whatever **goals** you are tackling, and putting together a solid plan for **achieving** them!*

*This interactive goal setting guide, will help you make your goals **SMARTER** and manageable!*

Since you have this guide, you're likely already signed up for our newsletter, so be sure to keep an eye on your inbox for all sorts of tips and resources headed your way! And, if you aren't already following us on social media, be sure to find us at @knowledgeentrepreneur.





You miss **100%**
of the *shots*
you don't take!

WAYNE GRETZKY

Goals

If you truly want to ACHIEVE, you need to set GOALS. Otherwise, you are just operating.

Raise your hand if you've ever had trouble reaching a goal - it can be incredibly frustrating! This guide breaks down a strategy you can use to **HELP** you reach whatever target you've set!

Broad goals like, "I want to make \$1,000,000 this year," or "I want to read 20 books," might get you excited, but the reality is that without a clear action plan we can get jumbled: where do I even start? What was I up to again? Why did I decide to do this?

An effective goal is S.M.A.R.T. What this means is it is **Specific**, **Measurable**, **Actionable**, **Realistic**, and **Time-bound**.

*If you can create a clear, laser-focused goal it **WILL** help you reach your target. And what's even better is making a SMART - **E.R.** goal, which will make sure you are able to **Evaluate** and **Re-adjust**!*

Now, let's get to work!



STEP 1: BRAINSTORM

*Use this space to
brainstorm anything and
everything you want to
achieve!*



STEP 2: ROUGH DRAFT

Use this space to jot down your big picture and short-term goals.

BIG PICTURE / LONG-TERM GOALS

SHORT-TERM GOALS

STEP 3: MOTIVATION

What is it about this goal that lights your fire?

*This might seem obvious, but it is important to set goals that are important to you. When it comes time to put in the hard work and obstacles pop up, knowing your **reason** for the goal helps you commit to what you need to do.*

*If you have many different goals, clarifying your **motivation** for each specific goal can help you **prioritize** and stay focused.*

WHY IS THIS GOAL IMPORTANT?

STEP 4: S.M.A.R.T. GOAL

Choose **ONE** thing you want to achieve and break it into a S.M.A.R.T. goal.

S

SPECIFIC: What is it, exactly, that I want to accomplish? Why do I want to accomplish this goal?

M

MEASURABLE: How will I measure my progress? How will I know when I achieved my goal?

A

ACTIONABLE: What skills and resources do I need to make it happen?
What steps do I need to take?

R

REALISTIC: Is this goal worthwhile? Is it viable? Is this the right time?
What are my constraints?

T

TIME-BOUND: How long will it take me to reach this goal? What
deadlines do I have? When will I work on it?

STEP 5: MAKE IT *SMART-E.R.*

Reflecting on your progress is critical for success!

E

EVALUATE: Am I making progress? How am I performing? What did I learn from the process? What worked well? What could be better?

R

RE-ADJUST: What changes do I need to make? What do I do next? Do I stay the course? What are my *NEW* next steps and deadlines?

STEP 6: COMMIT

Write your S.M.A.R.T.E.R. goal in the box below and be sure to **post it** where you will always see it.

MY S.M.A.R.T.E.R. GOAL:



Our **GOALS** can only be reached
through a vehicle of a plan, in
which we must fervently believe,
and upon which we must
vigorously act. There is no other
route to **SUCCESS**.

PABLO PICASSO

Back It Up

Let's go backwards in order to move forward!

*Taking time to brainstorm and think deeply about what it is you want to achieve and why you want to achieve it is hard work, but really zeroing-in will pay off big time. This where you create an **action plan!***

*Now that you have your goal, we are going to focus on the **TIME-BOUND** aspect a little more, because the last thing we want is for you to get really excited about an awesome new goal...and then get lost and diverted when you try to achieve it!*

Essentially, we're going to MOVE FORWARD BY GOING BACKWARDS!

*So take the next few pages to brainstorm everything you need to do, barriers you anticipate, what you need, etc. and map out all of the steps. When you're done you **WILL** have a **PLAN!***



STEP 1: BRAINSTORM

*Use this space to
brainstorm anything and
everything related to your
SMARTER goal!*



STEP 2: BENCHMARKS

Create a series of "mini" goals a.k.a. benchmarks or steps and set deadlines!

S.M.A.R.T.
GOAL:

"MINI" GOAL	DEADLINE

STEP 3: MAP IT!

*For some visual fun,
create an actual map
from your starting point
to your end goal! **Post
this where you will
always see it!***



REFLECTION is one of
the *most underused*
yet **POWERFUL** tools
for **SUCCESS.**

RICHARD CARLSON

Reflection

Reflect to grow is the only way to go!

Reflection is perhaps one of the most underutilized and undervalued strategies for reaching your goals. Get comfortable with reflecting and know that it is ok to **PIVOT!**

*Reflection is the core of the **EVALUATION** and **RE-ADJUST** components of a SMARTER goal.*

Whenever you are working toward a goal, you need to constantly reflect on what's working, what's not working, anticipating needs, and making adjustments where necessary.

*Sometimes we just have to push through and move forward. Other times we need to stop and **PIVOT!***

*You can use the following reflection tools at any point that makes sense for you. We suggest reflecting **every time** you complete a "mini" goal.*



Reflect: OPERATIONS

*Think about what is
working well and what
needs improvement.
Brainstorm new ideas to
try...*

WHAT IS WORKING WELL

NEEDS IMPROVEMENT

THINGS TO TRY

--

Reflect: **BARRIERS**

*Think about your barriers
and possible solutions.*

BARRIERS	SOLUTION

THINGS TO TRY

Reflect: **NEEDS**

Consider your needs and questions you want to think about...

WHAT I WANT TO KNOW MORE ABOUT

QUESTIONS I HAVE



The **FUTURE** belongs to
those who **BELIEVE** in the
beauty of their dreams.

ELANOR ROOSEVELT

Next Steps

Follow along and stay tuned for more!

This **FREE** guide just skimmed on the surface of some really big topics! Now that you have finished it you might be finding yourself saying, "But I want more!" **Don't worry, we've got you!**

Work through the guide and **reflect** on where you're at!

