Coaching Minds



FREE COACHING TOOL

SMART *Goals*

Turn a vague intention into a goal that is clear, measurable and has a deadline.

Editable PDF | Type straight into the boxes | Save and reuse with every client

THE CONCEPT

SMART *Goals*

The SMART Model is a useful tool for guiding our clients towards effective goal setting. We often set ourselves goals that are not realistic or achievable in our current circumstances, which is a common reason we fail to reach them.

SMART is an acronym for:

Specific | Measurable | Achievable | Realistic | Timely

> We work through each of these five areas with our clients to challenge their current goals, and to define goals that are SMARTer and more achievable.

The goal as it stands today:

Write the goal in the client's own words before you begin.

THE EXERCISE

Specific

Work through each area with your client, using SMART as a framework to check the goal and to define a more achievable one if needed.

S Specific

Well defined, clear and unambiguous

Who is involved in the goal?

What does the client want to accomplish?

Where is the goal to be achieved?

Why does the client want to achieve this goal?

THE EXERCISE

Measurable

Work through each area with your client, using SMART as a framework to check the goal and to define a more achievable one if needed.

M Measurable

Specific criteria that measure progress

How much, or how many?

How will the client know they have reached their goal?

What are the client's indicators of progress?

THE EXERCISE

Achievable

Work through each area with your client, using SMART as a framework to check the goal and to define a more achievable one if needed.

A Achievable

Reachable, and not impossible to achieve

Does the client have the resources and capabilities to achieve the goal? If not, what is missing?

Have others achieved this goal successfully before?

THE EXERCISE

Realistic

Work through each area with your client, using SMART as a framework to check the goal and to define a more achievable one if needed.

R Realistic

Within reach, and relevant to the client's purpose

Is the goal within reach?

Is the goal reachable, given the time and resources available?

How committed is the client?

THE EXERCISE

Timely

Work through each area with your client, using SMART as a framework to check the goal and to define a more achievable one if needed.

T Timely

A clear timeline, with a start and a finish

Has the client set a deadline?

By when does the client want to achieve the goal?

Does the client have any milestones?

THE RESULT

The SMARTer *goal*

Bring the five areas together and rewrite the goal so that it is specific, measurable, achievable, realistic and timely.

The SMARTer goal

The first step

Deadline:

Review date: