Goal Setting – How to Create Meaningful Goals

1 Prioritise

From the previous exercise, select **2 personal goals**, a short-term and a long-term and **2 professional goals**, a short-term and a long-term, to become SMART goals.

Choose goals that make you feel motivated and would feel good to achieve!

Write down the goals you've chosen and why these goals are important.

Personal Goals:

1. _____

_____

_____

2. _____

_____

_____

Professional Goals:

3. _____

_____

_____

4. _____

_____

_____

S

Specific

What exactly do you want to accomplish? Who needs to be involved to accomplish this goal?

M

Measurable

How will you know your goal has been accomplished? How will you measure your progress?

A

Attainable

Is your goal attainable? Are you going to be able to accomplish it? Do you have the necessary resources and time to accomplish it?

R

Realistic

Is the goal realistic, given the time and resources?

T

Timely

Does the goal have an end date/deadline? When do you want/need to achieve your goal by?

2 Use the SMART structure to make your 2 personal goals into SMART goals.

1. _____

_____

_____

2. _____

_____

_____

3 Use the SMART structure to make your 2 professional goals into SMART goals.

3. _____

_____

_____

4. _____

_____

_____