

SMARTER Goals Guidebook

SMART goals have been documented since G.T.Doran in 1981 and have been modified by a variety of leaders, psychologists and coaches since. Below is our favourite version of the model but research which version of the SMART(ER) model is most valuable you.

Specific	Measurable	Achievable	Relevant	Time-bound	Evaluate	Reward
<p>Be as detailed as possible.</p> <p>Use figures and amounts that make the goal tangible.</p> <p>Get a crystal clear vision on what success will look like.</p>	<p>Ensure that you are able to track your success.</p> <p>Use real metrics such as numbers, weights, distance, time, sizes and so on.</p> <p>Give yourself set criteria for success.</p>	<p>Can it actually be done?</p> <p>Your goal need to be difficult but possible.</p> <p>Studies show that a goal that's either too easy or too hard will not be achieved.</p> <p>Aim for difficult.</p>	<p>Ensure your goal has a point, it should get you closer to your purpose.</p> <p>Is it worthwhile? Is the time right? Are you the right person for this objective?</p>	<p>When should your goal be achieved?</p> <p>Setting a time limit can keep focus on the goal.</p> <p>It can also give you an end date to celebrate by.</p>	<p>Look at this like a performance review.</p> <p>What could have gone better?</p> <p>What can we learn?</p> <p>What will make us more effective next time?</p>	<p>Celebrating your achievements encourages you to continue.</p> <p>Reward yourself throughout your goal, not just at the end.</p> <p>Scale your reward to your achievement.</p>

This Guidebook belongs to: _____

Date: _____

The **SMARTER** model has been modified time and again by coaches, leaders and trainers across the world. Whilst we did not create the method, the following is based on our preferred version of the model.

We have written an article about the **SMARTER** method on our website, this guidebook can be used as an accompanying tool or as a standalone guide. One important note is that whilst this is a fantastic tool that can help you quantify your goals, we would only recommend using it once you already know what your higher purpose is. When you are **passionate** about your **mission** in life, your **goals** will **flow** more **naturally** and a framework like this may be too rigid to explore who you want to become. If you need any help with finding your purpose in life, our contact details are below.

Thank you for letting us be part of your journey and thank you for taking control of who you want to become.

If you want to connect with us, here's how:

@DevelopTheEdge - Twitter

www.DevelopTheEdge.com - Website

Client.Services@DevelopTheEdge.com - Client support and coaching



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What is your purpose in life?

[illegible]

If you aren't sure yet and want to explore your purpose with us to invest in your future, contact us via our Client.Services@DevelopTheEdge.com email

SPECIFIC

What SPECIFICALLY do you want to achieve?

[illegible]

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Why is this important?

[illegible]

When do you need to do this by?

[illegible]

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When can you start?

[illegible]

Where do you need to go on your journey?

[illegible]

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Who do you need to become?

[illegible]

Who's help will you need?

[illegible]

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How will you achieve this?

[illegible]

Combine your above answers to write a SPECIFIC goal:

[illegible]

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MEASURABLE

What are the metrics of your goal? (KG, £, %)

[illegible]

How will you track your goal?

[illegible]

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How will you know you've achieved your goal?

[illegible]

Combine your above answers to make it Measurable:

[illegible]

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Achievable

Which of your skills will help you achieve this goal?

[illegible]

How will your experience help you to succeed?

[illegible]

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What will make this goal challenging?

[illegible]

How can you overcome these challenges?

[illegible]

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How will you ensure this will be achievable?

[illegible]

Relevant

How does this goal link to your purpose and values?

[illegible]

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How will life be different upon accomplishing the goal?

[illegible]

Is now the right time for the goal?

[illegible]

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Am you the best person to achieve this goal?

[illegible]

What priority level is this goal for you?

[illegible]

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Time-bound

When is the soonest you can complete this goal?

[illegible]

Are there any upcoming/important events?

[illegible]

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What happens if you don't accomplish it within time?

[illegible]

Do you need to break your goal down into smaller ones?

[illegible]

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What is a realistic time frame for you?

In a paragraph, make your goal SMART.

Once you have completed your SMART goal, test it out immediately. Commit to your first actions straight away, this will help to build a habit for your goal. Once you have acted, revisit this guidebook for the next two steps: Evaluate and Reward,

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Evaluate

What went well?

[illegible]

Why did it go well?

[illegible]

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What could have gone better?

[illegible]

What can you learn from it?

[illegible]

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If an outsider gave you feedback, what would it be?

[illegible]

What improvements can you make?

[illegible]

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Do you need to make adjustments to Achieve your goal?

[illegible]

Is your goal still Relevant?

[illegible]

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Reward

How did you reward yourself for taking action?

[illegible]

How did this make you feel?

[illegible]

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How will you reward yourself for taking the next step?

[illegible]

What can you learn from it?

[illegible]

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Congratulations on getting to this stage and rewarding your actions. Remember to keep revisiting your goal, keep evaluating your progress and rewarding yourself. Goals are meant to be challenging and therefore take energy, focus and time to complete. Recognise who you are becoming and the steps you have taken, be proud of yourself and remember that 1 step a day equals to 365 steps a year. Whether you take 1 step a day or 10, reward yourself for the progress you are making.

The lines below are blank, allowing for your own reflection and questions.

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Congratulations for completing Develop The Edge's SMARTER Goals Guidebook.

We love sharing our knowledge of Learning Theory, Coaching tools and Leadership models with people as passionate about development as we are. We have taken time researching theories and utilising our coaching experience to build this Guidebook and provide you with as much value as possible. Consider taking a few minutes to think about and write down the most valuable thing you will take away from completing the SMARTER Goals Guidebook:

Based on completing this Guidebook and Article, take a few minutes to think about what you will STOP doing, what you will START doing and what you will CONTINUE to do:

STOP	START	CONTINUE

We love to hear your feedback, so if you want to let us know what you liked or what you thought could have been better, write to us at: Client.Services@DevelopTheEdge.com