



Clarify Your Goals and Make Them “SMART”

A goal is a desired result. Some synonyms for goals include: objective, mission statement, intention, wish, desire. The word “goal” is used and thrown around often in everyday conversation. Yet, is it really so simple-stating a goal and producing an outcome? How can we get what we really want out of life? What kind of action plan is needed to do so?

More and more, we have to figure out the answers to these questions for ourselves. So, let’s begin this process by first identifying your goals.

a) Clarify Your Goals

You will find a helpful worksheet on **page 3** to help you structure and state your desired outcomes. Use the following categories as guidelines for identifying your goals. These are the main areas of life that are meaningful to most people.

- 1. Career/Business**
- 2. Relationships/Family**
- 3. Health/Wellness**
- 4. Finances/Money**
- 5. Any other important area in your life.** This may include Spirituality/Religion, Contribution, Personal Growth, Fun & Personal Time, ...

Here are a few questions you can ask yourself to identify what your goals are:

- **What do I want to do?**
- **What do I want to have?**
- **What do I want to learn?**
- **Who do I want to be /become?**
- **How do I want to contribute?**
- **Where do I want to go?**
- **What am I passionate about?**



At this point, it is OK if things are still not very clear regarding goals in all areas of your life. The important thing is to start the process by writing them down.



b) Are Your Goals SMART?

To make your goals more actionable, also ask yourself if each goal is "SMART". SMART is a mnemonic term often used in personal development and performance management that means:

- **Specific** - Is this goal specific and clear enough? For example: "I want to feel healthier": not specific. "I want to lose ten pounds": specific.
- **Measurable** - How will I know I have reached this goal? Are there any metrics I could use? (See the above example.)
- **Attainable** - Is this realistic and attainable based on my skills and situation? Is this attainable during this time frame? ("I want to be the next Tiger Woods, [despite being fifty years old and having a bad back]" versus, "I want to drop my golf handicap a couple points.")
- **Relevant** - Does this goal really matter to me? Is this really what I want? Does it hold any meaning for me?
- **Timely** - When do I want this by? What is the level of urgency this has for me? ("Someday, I would like to sing in a concert" versus "I will start by singing in my local choir's spring musical.")



Use the worksheet on page 4 to make your goals "SMART". Once you've made your goals SMART, you have automatically come up with an actionable strategy that you can start applying today.

Do you want to continue the process of clarifying your goals and identifying a strategy to achieve them? Discover our 20-page workbook ["Set Meaningful Goals and Fulfill Your Deepest Desires!"](http://bardocoaching.com/shop/set-meaningful-goals-and-fulfill-your-deepest-desires-ebook/) that will help you eliminate internal conflicts and get you to reach your goals faster. Visit <http://bardocoaching.com/shop/set-meaningful-goals-and-fulfill-your-deepest-desires-ebook/>

For more information or if you have any questions or comments, contact us at (949) 444-3399, or e-mail us at info@bardocoaching.com

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Exercise 1- Write Down Your Most Important Long-Term Goals

Over the next Year,

My Main Goals are to ...

Due Date by :

Goals	FAMILY / RELATIONSHIPS	CAREER / BUSINESS	FINANCES / MONEY	HEALTH / WELLNESS	OTHER (Spirituality, Contribution, Fun...)
1					
2					
3					
4					
5					



Exercise 2 - Make Your Goals SMART?

Main Goals What are my main desired outcomes?	Specific Is this goal specific and clear enough?	Measurable How will I measure progress?	Attainable Is this goal realistic and attainable?	Relevant Does this goal really matter to me?	Timely When do I want this outcome by?