



Setting Goals

It's helpful to write down what we want to achieve and break tasks down so they feel more achievable and we can identify exactly how to make things happen e.g. using the SMARTER goals framework below.



S	M	A	R	T	E	R
SPECIFIC	MEASUREABLE	ACHIEVABLE	RELEVANT	TIME-BOUND	EVALUATE	REWARD
What is the SPECIFIC goal I want to achieve? The more detail the better.	How will I MEASURE the goal? How will I track progress and know once I've achieved it?	Can I ACHIEVE this goal? What skills do I have and which ones do I need to obtain or get support with?	How important is this goal? How is it connected to my values and RELEVANT to my overall purpose?	When does this need to happen? What's my deadline? Why does it need to be TIME-BOUND ?	How did I go in terms of achieving my goal? What have I learnt? EVALUATE my progress – how could I have done better?	When and how will I celebrate this achievement and REWARD my progress?
E.G. I want to launch my landscaping business website within one month.	Checking off progress weekly. Week 1: Buy domain name and start design Week 2: Landing page Week 3: Other pages Week 4: Launch!	I have a clear service to offer. I have time to practice and upskill. My IT savvy flatmate is going to help with the set-up and assist when I get stuck.	I want my service to be visible and accessible to everyone. This is another step to realising my dream of making a living out of what I love doing.	I need to launch in time for spring (before 01 September). This is when people start looking for landscaping advice.	I met the timeline and launched on 29 August. It was a lot more time-consuming than I expected so I ended up leaving some details for later. I'd allow a longer lead-in next time or pay someone to help.	I'll have drinks with my flatmates to celebrate the website launch and plant a kōwhai tree on my land to mark the new beginning!

Now think about something specific you want to achieve and create a goal-setting plan using the template below.

You can do this for an overall goal and/or break it down into smaller goals as you progress

S SPECIFIC	
M MEASUREABLE	
A ACHIEVABLE	
R RELEVANT	
T TIME-BOUND	
E EVALUATE	
R REWARD	