



A GOAL SHOULD BE:



Specific: has a clearly defined expectation that is communicated.



Measurable: can be observed or compared and therefore assigned a number, value, amount, or estimation.



Achievable: is challenging yet attainable, where the necessary resources are accessible.



Realistic: has a relatable purpose and meaning to the desired outcome.



Timely: has a certain timeframe for completion or deadline attached to it.

GOAL TRANSFORMATION (Taking a basic goal and making it SMART)

Basic Goal: I will exercise for my health.

SMART Goal: I will exercise to strengthen my heart by walking in the mornings (around my neighborhood or at the mall when the weather is bad) for at least 5-days out of the week for 45 minutes to 1 hour a day.

SMART

Exercise by walking

5 mornings per week (Monday thru Friday) Walk
around
neighborhood
or at mall
(when
weather is
uncooperative)

Walking to strengthen heart 45 min. to 1 hour daily Take a look at the goal categories below. This list is meant to get your goal juices flowing. So take one or more categories and create a SMART goal that you intend to work toward achieving.

-Travel Stops (Goals)-

Eating and drinking healthier
Cetting enough sleep
Being physically active

Destressing with relaxation techniques that increase mental and physical health

Cultivating family and friend relationships
Indulging in positive recreational activities that you enjoy
Learning something new that both interests and challenges you
Utilizing the assistance of reliable and encouraging support
mechanisms

Utilizing organizational tools to help manage the daily workload Developing a back-to-nature or natural alternatives perspective when considering health and household needs.

KEYS TO PRODUCTIVITY

(Unlock Your Potential)











Seek motivational sources to either help sustain activity.

KEY.#4

Break down tasks into smaller activities to tackle.

KEY #5

Actively report to the Accountability will keep you moving forward.

Motivational Sources

EXAMPLES OF MOTIVATIONAL SOURCES THAT SERVE AS...

Pre-work motivators to get you in the work mood.

and/or

While-you-work motivators to keep you in the work mode.

(Use the following motivators, when you are in an inactive slump and need a little energy boost to get or keep moving. See Key #3 of the "KEYS TO PRODUCTIVITY").

inspirational tv shows and movies
inspirational books
inspirational books on audio
motivational speeches/presentations
motivational speeches/presentations on audio
real-life documentaries of success
music
encouragement from family and friends
Bible on audio
Bible
YouTube
Podcasts

DATE:

GOAL-PLANNING NOTE-TAKING



For simple note-taking or list-making, always be prepared to capture your goal-minded thoughts whenever or wherever they may strike.

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GOAL-SETTING WORKSHEET

Overall Goal:

Key #4 of the "KEYS TO PRODUCTIVITY" requires that goals with multiple steps be broken down into bite-sized pieces for easier handling. Use this worksheet to create smaller goals, within the overall goal, to tackle. Assign as many tasks as you need in order to reflect all the pieces of the goal puzzle.

TASK 1:

TASK 2:

TASK 3:

TASK 4:

SPEND TIME ORGANIZING YOUR DAY

Goals Daily Schedule	
(Tweak to fit <u>your</u> ever-changing needs)	
8:00a	
9:00a	
10:00a	
11:00a	
12:00p	
1:00p	
2:00p	
3:00p	
4:00p	
5:00p	
6:00p	
7:00p	
NOTES:	Use something like this daily schedule to plan out the timeframes for completing your goals. If the goal is a single task, then fit it into the appropriate timeslot(s) in your day (considering all other activities to be accomplished). If your goal is more complex, then break it down into mini tasks and assign them timeframes for completion within your day. Once you've completed your daily schedule for each day of the week, move on to completing a comprehensive weekly schedule incorporating all tasks from your daily schedules. Always factor in flexibility within your day/week to accommodate unforeseen events that may occur.

Accountability Partners = Support (Key #5)

You need Accountability Partners that run the gamut of the support spectrum. They may be those individuals or entities that will support you unconditionally. Or, they may be those individuals or entities, whose continued support depends on you putting in the necessary work to bring about positive life improvement changes & goal-oriented results.

Clubs

Boss

Charitable

Organizations

Memberships

Teams

Family

Friends

Coworkers

Support

Spiritual

Groups

Family/Church

God

The Bible

Degrees of Maternity
Friends

The 3 C's

COMMITMENT:

Demonstrated action with an "all in" attitude.

CONSISTENCY:

A willingness to work on a regular and continuous basis until a goal is completed.

CONFIDENCE:

The belief that you're capable of achieving what you've set out to do, and then going for it.