

Principles

SMART

- **S - Specific** (or Significant)
- **M - Measurable** (or meaningful)
- **A - Attainable** (or Action- oriented)
- **R - Relevant** (or Rewarding)
- **T - Timebound** (or Trackable)

SMARTER

- **S - Specific** – Very specific.
- **M - Meaningful** – Make sure it's meaningful enough for you to get out there and do something to achieve it.
- **A - Achievable** – Be reasonable with your goal.
- **R - Relevant** – Make sure it's something you want to achieve.
- **T - Time bound** – Know your time limit.
- **E - Evaluate** – Check into you goal daily.
- **R - Readjust** – Being able to change your goal.

SMERTIE

- **S - Specific:** Must be very clear. Be specific with as much detail as possible. Ask the question – What does that real mean to me?
- **M - Measured:** Break down into smaller pieces (be aware of fear). This helps you create a straightforward plan. Start with the end in mind.
- **E - Evidence:** Practical evidence (measurable). Focus on the evidence.
- **R - Responsibility:** Take full responsibility.
- **T - Timeline:** Give a specific date.
- **I - Inspiring:** How attractive is this goal to you?
- **E - Emotions:** Describe how you feel when you think of yourself achieving this goal?

SMARTTEST

- **S - Specific:** For a goal to have meaning and to be relevant it needs to be clearly defined. Make sure your goals have detail. Saying "I want to be rich" is not good enough. How rich is rich? Rich means different things to different people. You will need to add details; like: I have two Ferraris in the garage and 3 Harley Davidsons. I live in a 6-bedroom house with two pools and a breath-taking view looking over the beach. Add as much detail as possible.
- **M - Measurable/ Milestones:** Ask yourself the question: How will I know I have achieved my goal? What is the evidence? Find a way to measure the goal. I will only be rich when I have a 6-bedroom house. The goal should be able to be broken down into milestones. Discussed in detail later
- **A - Achievable:** There are a few different schools of thought here. One principle believes that if you truly want to achieve something then you can do anything (no matter how realistic). Others are more conservative or realistic. Setting an unachievable goal can become frustrating and you may land up giving up. However, I have seen people achieve things that I did not think was possible. If you are finding yourself setting an unrealistic goal make sure that your emotive are very high. Getting real with how important a goal is to you and what you can do to make it attainable is the key. You may need to develop new skills and change attitudes. The goal is meant to inspire motivation, not discouragement. Think about how to accomplish the goal and if you have the tools/skills needed. If you don't currently possess those tools/skills, consider what it would take to attain them.
- **R - Relevant:** Ask yourself the questions: What is fueling me to achieve this goal? How important is it for me to achieve this goal? Is this goal worth my time and dedication? Will this goal positively benefit my life? You may find that some goals are more relevant than others but as long as it's part of your life's goal. What is the motive for this goal? IS this goal rewarding?
- **T - Time frame:** Good goals need to have a target time attached to them. For example, rather than saying, "I want to start reading more books" you could say "I want to read twelve books in the next six months". You can see how the person who set that second goal will be much more motivated to succeed since they have a target date in mind for their goal.
- **E - Emotive:** Is your connection to the goal real? The goal is meant to bring out positivity and exciting emotions. You are meant to feel inspired and enthusiastic about accomplishing your goal. What is the true reason for the change? Think about your emotional connection to this goal. How do you feel in this life area?
- **S - Self-Directed:** Self-directed decision that you make. Taking the responsibility for the goal. Taking on this challenge without anyone else actually doing it for you will be very empowering. The insight and decisions need to come from you; you alone need to take the responsibly for achieving your goal. Under one's own control.
- **T - Transformational:** There must be something in your life that has made you uncomfortable. This uncomfortableness has caused you to feel you need to change something. The goal must make this change. It must transform the bad situation into a good or better one. There must be a change at the end. The result must be the changed event. The act or process of transforming. To move from a bad situation to a good situation, you need to determine what needs to be changed.

Rules for setting goals

- Goals should be written in the present tense.
- Use “I am” rather than ‘I will’.
- Goals must have a date (at least month and year) to be specific about the timeline.
- Always write in a positive way (Say ‘I am doing ...’ rather than ‘I have stopped doing...’ Say ‘I am a happy, confident person’ rather than ‘I am no longer discontented and lacking in self-belief’)
- Use words such as: ‘Lots of’, ‘I love doing....’, ‘I am’, ‘I feel’, ‘I have begun’.
- Avoid words such as: ‘Should’, ‘Don’t want’, ‘I have stopped’, ‘No longer’, ‘I will not’.
- Think of what you do want, not what you don’t want. Think about how you do want to feel not about how you don’t want to feel. Sometimes this is not easy. If you find yourself in the negative, convert the negative to the positive e.g. I want to stop smoking - I love that smoking is in the past.
- Make sure there is nothing in your goal that reflects a dependence on someone or something else. In other words, ensure you are fully responsible.
- Once you’ve written the goal, step away from it for a while, go back later, take a look at it, read it out loud and see whether you feel truly inspired by it and emotionally connected with it. If so, you’re definitely on the right track!
- Above all, ensure that you are in the right frame of mind when you write goals. You need to be totally in tune with what it is you want to achieve. You need to allow yourself to ‘smell the coffee’.
- Re-read your goal later to make sure it’s the goal you really want.
- Check into your goal daily.