

Six Practical Steps on How To **SET GOALS**



Get Clear on What You Want

The first step is to know what you want to achieve.

01

02

Follow SMART Method

The SMART method is a simple, straightforward process for setting goals. It is explained on the next page.

03

Focus on the Positive

Setting goals can be challenging, but it is crucial to success.

04

Create a Plan of Action

Setting goals is the first step, but planning how to achieve them is the next.

05

Learn to See Obstacles as Opportunities

One best ways to get out of a rut is by shaking things up.

06

Never Give Up

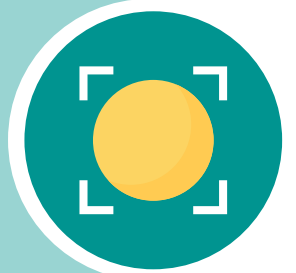
One of the essential things you need to do is never give up.

SMART

GOALS

SPECIFIC

Plan effectively with specific targets in mind.



MEASUREABLE

Track your progress and reevaluate along the way.



ATTAINABLE

Set realistic goals that are challenging but achievable.



RELEVANT

Ensure the goal serves a relevant purpose.



TIME

Specify a deadline, monitor progress and reevaluate.

