



Goal Setting Cheat Sheet

1. Understand the S.M.A.R.T Framework

- **Specific:** Define your goal with as much detail as possible.
- **Measurable:** Ensure you can track progress and measure the outcome.
- **Achievable:** Your goal should be realistic and attainable.
- **Relevant:** It should matter to you and align with other goals.
- **Time-bound:** Set a due date to create urgency and focus.

2. Know Your Why

- **Personal Meaning:** Understand why this goal is important to you.
- **Motivation Booster:** Remember your 'why' to stay motivated during challenging times.

3. Write Your Goals Down

- **Present Tense:** Describe goals as if it is happening right now.
- **Reframe:** Keep it positive.
- **Visibility:** Put them where you can see them or take time to review them every day.
- **Commitment:** Increases clarity and resolve.

4. Break It Down

- **Milestones:** Set smaller, manageable milestones as steps to reach your larger goal.
- **Action Steps:** Define specific actions and due date for each milestone.

5. Plan For Obstacles

- **Anticipate:** Think about potential obstacles in advance.
- **Strategies:** Develop strategies to overcome these challenges.

6. Track Your Progress

- **Regular Review:** Set a schedule to review your progress.
- **Adjustments:** Be prepared to adjust your plan as necessary.

7. Celebrate Milestones

- **Recognition:** Acknowledge your progress to maintain motivation.
- **Rewards:** Set rewards for achieving milestones to encourage perseverance.



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8. Seek Accountability

- Accountability Partner: Share your goals with a trusted person to help keep you on track.
- Support Network: Engage with like-minded individuals or groups for extra motivation.

9. Review and Adjust

- Review: Regularly reflect on what's working and what's not.
- Flexibility: Be open to changing your approach if necessary.

10. Mindset Matters

- Growth Mindset: Believe in your ability to learn and grow.
- Persistence: Stay committed despite setbacks.

Quick Tips:

- Start Small: Tackling too much at once can be overwhelming.
- Be Patient: Real change takes time.
- Stay Positive: Focus on what you can control and maintain a positive outlook.
- Visualize Success: Regularly visualize achieving your goal to boost motivation.
- Learning Mindset: View setbacks as opportunities to learn and grow.

Use this cheat sheet to set meaningful and achievable goals. The key to success is consistency, perseverance, and a positive mindset. Remember, it's not just about the destination but the journey toward reaching your goals.