



Just for Today

It's about time!

SMART GOALS

Specific

Measurable

Attainable

Realistic

Time Frame

While time frames may seem easy, realistic time frames for your goal, for each step that will get you to that goal, could be the defining factor in whether you achieve your goal. Without a specific time frame, things will be done "when you get around to it".

A goal, like "growing your sales", is a mid-term goal and can be set annually i.e. in 2009. Your shorter term goals, such as attend 5 networking meetings, need to be set monthly; otherwise it's too easy for procrastination. Breaking up your larger goals into smaller steps with timeframes throughout the year will be more rewarding as you complete each stage.

If you find you have set yourself an unrealistic time frame, set a new, more realistic one. When it comes to achieving goals, timeframes are everything.

Just for today: take out your calendar. Schedule in time every day, or every week, to do something to get you closer to that goal. And, if you're really daring - *schedule it in pen.*