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**Beyond SMART Goals**

**By Myrtis Smith**

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Word Count: 580

Summary: Making a goal SMART is only the first step in making that goal a reality; here are 10 practical steps to achieving your SMART goals

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**Beyond SMART Goals**

These days, everyone seems to be talking about SMART goals. That is, goals that are:

- .....Specific
- .....Measurable
- .....Achievable
- .....Rewarding
- .....Time-based

However, making a goal SMART is only the first step in making that goal a reality. Here are 10 practical steps to achieving your SMART goals:

1. Set a SMART goal. Make sure your goal can pass the SMART test. Is your goal clearly defined (specific)? Can the results of your goal be quantified (measurable)? Is the goal realistic (achievable)? Will achieving this goal be beneficial (rewarding)? Is there a clear date set to meet the goal (time-based)?

## Beyond SMART Goals

2. Align your goals with your values. There are certain things in life that each individual values: family, honesty, spirituality, having fun, wealth, etc. Goals that are not aligned with your values are goals that are doomed to failure. Take a moment to ask yourself: Why do I want this goal? What is it going to help me accomplish? Who will it make me become?
  
3. Tell 3 – 5 key people about your goal. Sharing your goals with others help you become more accountable. Be sure the people you are telling are people who are supportive and positive.
  
4. Identify the necessary resources. What are some things that you need to make your goal happen? For example, if your goal is to lose weight, purchasing exercise tapes would be useful. Or if your goal is to change careers, perhaps you can find 2 or 3 people in your field of interest.
  
5. Identify time savers. While taking short-cuts can sometimes be detrimental to your achievement, there is no need to "recreate the wheel." Why spend countless hours creating a business plan from scratch when there is great deal of software, templates, and samples available to you. Identify ways you can accelerate your progress.
  
6. Identify potential obstacles. What are things, that you know, right now, could hold you back from reaching your goal? Maybe you spend a lot of time playing computer games when your time would be better spent doing research for your new business; delete the games.
  
7. Identify a single daily action. What is the one thing you could do every day, that will help propel you towards your goal? Take a 15 minute walk? Make a sales call to a potential client? Its not the big spectacular events that get us where we need to be. Its the little things we do everyday.
  
8. Identify a support structure. What people, things or processes can provide you encouragement? You could find 2 or 3 other friends who are trying to lose weight, and have a weekly support meeting. You could post your business plan on your office wall as a constant reminder to what you're

working towards.

9. Identify rewards. In order for a goal to be SMART it must be personally rewarding and little rewards along the way will make achieving your goal that much more fun. Maybe every time you lose 10 pounds you buy a new outfit. Maybe once you get your business plan complete you take a day off and go to the park. We all know what they say about all work and no play; remember to enjoy the journey.

10. What's next? This is not "what are you going to do after you accomplish your goal?" This is "what are you going to do after you read this article?" The journey to achievement starts now, not tomorrow.

Myrtis Smith is a personal coach. She works with people who are undergoing a career change. Sign

up for her free newsletter Change Now! at [www.premeditatedlife.com](http://www.premeditatedlife.com) or send an email to [changenow@premeditatedlife.com](mailto:changenow@premeditatedlife.com) Premeditated Life .....because life doesn't just happen!

### **Write SMART: How to Create Terrific Writing Goals—And Achieve Them!**

**By Katey Coffing, Ph.D.**

Open up your favorite calendar and circle today's date.

Why? Because no matter what day it is, you've been given a wonderful gift: a bright and shiny year ahead to make your writing dreams come true.

What are your writing goals for the coming year? If you don't have any, this is the perfect time to create them. Clear goals help you stay focused as a writer. If you choose what you want to accomplish, you can arrange your time and priorities to get them done.

Take five minutes right now to decide what big things you'd like to achieve this year. (I'll focus on your writing, but this technique can work for any area of your life.)

A long-established acronym, SMART, can help you create great goals. SMART stands for

Specific  
Measurable  
Action-Oriented  
Risk/Realistic  
Timed

## Beyond SMART Goals

Here's how each of these words can help you succeed.

### Specific:

When determining your goals, be precise. Instead of "I'll write more this year," consider "I'll complete a new chapter every two weeks."

### Measurable:

For each goal you choose, make sure you can measure progress. For example, how will you know you've completed it?

### Action-oriented:

Choose goals you control so they're not at anyone else's mercy. Rather than "This year I'll get a book contract," set goals to complete and polish two novels or mail 30 queries to agents.

### Risk/Realistic:

It's always good to stretch yourself. However, if writing ten pages usually takes you several weeks, don't count on writing six novels this year. Unrealistic expectations can get you so frustrated you'll lose

momentum. Instead, create goals that motivate you without being burdens.

### Timed:

Setting a particular deadline will help you pace yourself to get things done. For each of your goals, establish a completion date.

Next, take these big SMART goals and figure out what smaller steps you'll need to achieve each of them. Design these subgoals to be SMART too!

Once you have a list of goals for the year, put them where you'll see them every day. Print them out and tape them to your computer, your office wall, even your bathroom mirror.

See them, know them...do them.

Writers, I hope this coming year brings everything you wish for. More importantly, I want you to \*make your dreams come true\*!

Katey Coffing, Ph.D. © 2004 All Rights Reserved

Katey Coffing, Ph.D. is a novelist and book coach who helps women delight in writing (and finishing!) their books. Visit her at

## Beyond SMART Goals

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Write SMART: How to Create Terrific Writing Goals—And Achieve Them!

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