

## Project SMART

SMART goals have been around for a very long time and this is a worksheet to help create them. The SMART is an acronym for **Specific, Measurable, Attainable, Realistic** and **Timely**. These headings are guides for creating goals that are workable in the real world and are not just ideas, like most New Year's resolutions. There is a lot of information available in books and on the Internet about how to apply these rules in detail and so will not be pursued here. Short phrases are listed as memory jogs of what is required for each heading. The terms goal and project are more or less synonymous here.

The form starts out by letting you enter a word or short phrase title for this goal or project. There is a box space below and to the left to enter a symbol (or word) to identify this endeavor. A Rune symbol taken from my book *RnR Runes and Remedies* is a great choice. (You can download a free PDF format <http://awenman.com/RunesMemoryGuide.pdf>) The reason for this symbol/word is to make it easy to use as a memory jog that can be put anywhere as a reminder to work on your goal. I have written it on the cut off glued part of a Post-It note to put up at the top frame part of my computer screen at work and at home. Out of sight, out of mind should not be a slogan for goals.

After writing a succinct **Specific** Reader's Digest version of your goal/project you can expand on the idea under **Objectives**. A short summary of how you plan to proceed is entered under **Plan**.

It has been found to be a great motivating factor in achieving goals if you clarify the personal benefits you will gain, List your immediate expected benefit(s) under **Fortnight**, the long range benefits that linger on under **Year**, and your lasting legacy of the goal under **Decade**.

Specific steps to be taken in reaching your goal are to be listed under **ACTion Measures**. Again motivational research shows that if you know what you are facing and don't keep coming up with surprises your chances for a successful outcome are greatly increased. Take time to think through all important things that need to be done and list them. When to do or completion dates can be entered on the second double line. If you find you need to list more items then please use the **Project To Do** worksheet as the rows there are set up in the same format. Use of separate worksheets allows for the categorization of actions with a separate sheet for each category and the Project Smart worksheet acting as an index. The Project To Do worksheet repeats the same header information for continuity. This form also gives some hints on prioritizing and using the leading boxes of the lines.

Space on this Project SMART form is also provided for a goal/project **Start Date, Due Date** and in the lower corner for this worksheet's creation date or final goal/project completion date. Entering a Start Date of "Today" or today's date emphasizes the immediacy if this is when you intend to embark on this endeavor. Many also recommend deciding on a completion Due Date as a motivator.

### Printing Instructions

The worksheet can be printed back to back on the same sheet and then cut in half and hole punched for a half letter size binder. A one side printed sheet can also just be three hole punched at the top long side for regular letter sized binders. If this worksheet is worked as a letter size page it can then be folded in the center and hole punched to store in a half letter size binder. I use a zippered case that is handy everywhere.

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<http://awenman.com/learnINGblog>

