

Genuine Driven Women's Guide to Setting



Goals



What is a SMART Goal?

S

You must be specific about your goal.

M

Your goal must be measurable.

A

Choose a goal that is achievable.

R

Is this goal realistic and relevant?

T

State a TIME (date) to complete this goal

How to write a SMART Goal

S

You must be specific about your goal

I will _____

M

Your goal must be measurable

I will know I have reached my goal by (list specific measurable details): _____

A

Choose a goal that is achievable

I know this goal is possible because (list why you know you can do this): _____

R

Is this goal realistic and relevant?

This goal is realistic, but outside of my comfort zone because: _____

T

State a TIME (date) to complete this goal

I will complete this goal by this date: _____

Complete these steps for every goal you make for yourself.

How to work your



goals into your daily routine

1. Each week you should review your list of goals.
2. Break your goals in to smaller steps, specific actions you can take in the next seven days or one month to move closer to achieving that goal. Add those smaller steps to your daily or weekly to-do list.
3. Make time every day, as appropriate, to accomplish your task list items.
4. Every 3-4 months, review your high level goals, those that will take a year or more to complete, and revise then as necessary. Take note of how much you have achieved in the last few months, and celebrate small wins.
5. During your quarterly review, add any new goals you may have, and break those in to smaller steps.
6. Repeat this process as you become the Genuine Driven Woman you always knew you could be!

Do you need mentorship to achieve your



goals?

I am here for you! Send me an e-mail with your goals, let me review them and provide feedback for you. You can e-mail me at: genuinedrivenwomen@gmail.com.

You can also leave me a voicemail at [\(724\) 374-8362](tel:(724)374-8362) or [\(724\) DRIVEN-2](tel:(724)DRIVEN-2). Your questions left via voice message may be used on the podcast.

For more advice and inspiration, please search us out on iTunes. Look for the “Genuine Driven Women” weekly podcast.

I believe in you, you have a dream and the steps in this booklet will help you turn that dream into a plan and that plan into reality. All you have to do is keep moving in the same direction for a sustained period of time. It WILL be worth it!