

## SMART Goals and Identify steps and Obstacles for Achievements

Goals give direction, focus, and motivation. When you set the right kind of goals, you're more likely to succeed.

## □ What Are SMART Goals?

SMART stands for:

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Example 1: Example 1: Academic Example 1: Academic Goal  
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Example 1: Academic Goal

SMART Goal:

“I want to improve my science marks from 60% to 80% by the next term exams in December.”

Steps to achieve:

Study 30 mins daily

Clarify doubts weekly with teacher

Practice past question papers every weekend

Possible obstacles:

Distractions from phone

Lack of proper notes

Skipping study on weekends

Solutions:

Use a study timer app

Make a weekly revision schedule

Fill this SMART Goal Template:

My SMART Goal: ?? Steps I will ?? Steps I will take:1. ??2. ??3. ??Obstacles I might face:1. ??2. ??take:1. ??2. ??3. ??Obstacles I might face:1. ??How I'll overcome them:1. ??2. ??Timeline: ?? ??2. ??How I'll overcome them:1. ??2. ??Timeline: ??

Steps I will take:1. ??2. ??3. ??Obstacles I might face:1. ??2. ??How I'll overcome them:1. ??2. ??Obstacles I might face:1. ??2. ??Timeline: ??

overcome them:1. ??2. ??Timeline: ??Obstacles I might face:1. ??2. ??How I'll overcome them:1. ??2. ??overcome them:1. ??2. ??Timeline: ??

Obstacles I might face:1. ??2. ??How I'll overcome them:1. ??2. ??Timeline: ??

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overcome them:1. ??2. ??Timeline: ??

How I'll overcome them:1. ??2. ??Timeline: ??

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Timeline: ??

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Define a Clear Goal (SMART Framework) • 龍"藥

Use the SMART criteria:

Specific: Clearly define what you want.

Measurable: Attach metrics or milestones.

Achievable: Ensure it's realistic.

Relevant: Aligns with your broader aims.

Time-bound: With a precise deadline

zv" Example: "Run a 5 km in under 30 minutes by Oct 15."

Break It Down into Milestones

Map out major milestones leading to your goal.

Long-term vision → mid-term goals → monthly targets → weekly steps

Each milestone should itself be SMART and time-bound.

Outline Concrete Action Tasks

For each milestone, list the specific tasks:

What is needed (tools, knowledge)?

What are the steps?

Who's responsible (if team-based)

Sequence & Prioritize

Organize tasks into the right sequence:

Use tools like Eisenhower Matrix or MoSCoW to prioritize based on impact and urgency

Be realistic about dependencies (task A must finish before task B).

Assign & Allocate Resources

Determine what—and who—you need:

Budget, tools, training, etc.

Assign responsibilities clearly, especially in group settings (use RACI or equivalent)

Set Deadlines & Milestones

Apply timeframes to every task and milestone:

Include start date, end date, buffer for delays.

Use a timeline chart or Gantt chart for visualization

Anticipate Obstacles & Plan

Identify potential risk factors:

Resource shortages, schedule conflicts, skill gaps. Plan contingencies (“if X happens, then Y”)

Implement “If-Then” Habits

Use implementation intentions to automate habits:

“If it's 7 AM on weekdays, then I go for a run” This strengthens daily consistency.

Track Progress & Review

Set up regular check-ins:

Daily: check-off tasks.

Weekly: review progress.

Monthly/Quarterly: assess milestones, adjust timelines/resources

3. Identify potential Challenges and strategies to overcome them.

Identify the Goal

What are you trying to achieve?

Think of Possible Challenges

What could go wrong or get in the way?

Plan Strategies

What can you do if that challenge happens?

Example 1 – Academic Challenge

Goal: Finish a science project before the deadline.

Potential Challenge	Strategy to Overcome
Lack of time Make a schedule and work on it 30 mins daily Difficulty in finding info Ask teacher or search in library/internet Teammates not cooperating Speak calmly to them or ask teacher for help	Example 2 – Personal Challenge Make a schedule Ask teacher or search in library/internet Speak calmly to them or ask teacher for help
Difficulty in finding info Ask teacher or search in library/internet Teammates not cooperating Speak calmly to them or ask teacher for help	Example 2 – Personal Challenge Ask teacher or search in library/internet Speak calmly to them or ask teacher for help
Teammates not cooperating Speak calmly to them or ask teacher for help	Example 2 – Personal Challenge Speak calmly to them or ask teacher for help

## Example 2 – Personal Challenge

Goal: Build the habit of reading daily.

Potential Challenge Getting distracted by phone Keep phone away or use “Do Not Disturb” mode Feeling lazy or bored Start with fun/short books Forgetting to read	Strategy to Overcome Getting distracted by phone Keep phone away or use “Do Not Disturb” mode Feeling lazy or bored Start with fun/short books Forgetting to read
Getting distracted by phone Keep phone away or use “Do Not Disturb” mode Feeling lazy or bored Start with fun/short books Forgetting to read	Keep phone away or use “Do Not Disturb” mode Feeling lazy or bored Start with fun/short books Forgetting to read
Feeling lazy or bored Start with fun/short books Forgetting to read	Start with fun/short books Forgetting to read
Forgetting to read ??Set a daily reminder or habit stack with bedtime	Set a daily reminder or habit stack with bedtime