

SMART Goals and Identify steps and Obstacles for Achievements

Why Set Goals?

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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| | LetterMeaning | Question to AskSSpecificWhat exactly do I want to achieve?MMMeasurableHow will I know I've reached it?AAchievableIs this possible with my time and resources?RRRelevantDoes this goal matter to me right now?TTTime-boundBy when will I achieve this goal? | |
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| RelevantD | Does this goal | Does this goal | Does this goal |
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| oes this goal | matter to me right | goal? | Time-boundBy when will I achieve this |
| matter to me | now? | Time-boundBy | |
| right | when will I achieve this | | |
| now? | Time-boundBy | | |
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| when will I | | | |
| achieve this | | | |
| goal? | | | |
| Time-boundBy | Time-boundBy when | By when will I achieve this goal? | |
| boundBy | will I achieve this goal? | Example 1: Academic Goal | |
| when will I | | | |
| achieve this | | | |
| goal? | | | |
| Example 1: | Example 1: Academic | Example 1: Academic Goal | |
| Academic | Goal | | |
| Goal | | | |

Fill this SMART Goal Template:

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Develop Detailed Step-by-Step Action Plans for Goals

Define a Clear Goal (SMART Framework) ● 彙"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 | 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 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 |
| Difficulty in finding info Ask teacher or search in library/internet Teammates not cooperating Speak calmly to them or ask teacher for help | 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 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 |
| Teammates not cooperating Speak calmly to them or ask teacher for help | Ask teacher or search in library/internet Teammates not cooperating Speak calmly to them or ask teacher for help |

Example 2 – Personal Challenge

Goal: Build the habit of reading daily.

| | |
|---|--|
| Potential ChallengeStrategy to OvercomeGetting distracted by phoneKeep phone away or use “Do Not Disturb” modeFeeling lazy or boredStart with fun/short booksForgetting to read | Strategy to OvercomeGetting distracted by phoneKeep phone away or use “Do Not Disturb” modeFeeling lazy or boredStart with fun/short booksForgetting to read |
| Getting distracted by phoneKeep phone away or use “Do Not Disturb” modeFeeling lazy or boredStart with fun/short booksForgetting to read | Keep phone away or use “Do Not Disturb” modeFeeling lazy or boredStart with fun/short booksForgetting to read |
| Feeling lazy or boredStart with fun/short booksForgetting to read | Start with fun/short booksForgetting to read |
| Forgetting to read ??Set a daily reminder or habit stack with bedtime | Set a daily reminder or habit stack with bedtime |