

Setting SMART goals is a great way to achieve success in both personal and professional life.

- 1. **Specific:** Be specific about what you want to achieve. For example, instead of saying "I want to lose weight," say "I want to lose 10 kilos in the next 3 months."
- 2. **Measurable:** You should be able to track your progress. For example, if your goal is to save money, set a specific amount that you want to save each month.
- 3. **Achievable:** Your goal should be something that you can realistically accomplish. For example, if you have never run in your life, running a marathon in a week isn't likely.
- 4. **Relevant:** Your goal should be something that is important to you and aligns with your values. For example, if you are not interested in learning a new language, setting a goal to become fluent in Spanish may not be relevant.
- 5. **Time-bound:** You should set a deadline for achieving your goal. For example, if your goal is to write a book, set a deadline of six months to complete the first draft.

Illustrative example	
Specific What will I achieve?	Save EUR2200 for my December trip to Costa Rica.
Measurable How will I know when it is accomplished? How will I know I am making consistent progress?	Save EUR200 per month for the next 11 months.
Achievable How can I accomplish this goal? What will it take me to achieve this goal?	Make an automatic withdrawal of EUR200/month from my checking account into my savings account.
Relevant How does this goal align with everything else I want to accomplish?	I will see a new country, meet new people and get to know a new culture, which helps to expand my worldview and enrich my life.
<b>Time bound</b> When will I accomplish this goal?	Save EUR2200 by November 30, 2024



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Achievable How can I accomplish this goal? What will it take me to achieve this goal?	
Relevant How does this goal align with everything else I want to accomplish?	
Time bound What is the deadline for accomplishing the goal?	