

BOOST HEALTHY PRODUCTIVITY EXERCISES

GOALS

SMART

GOALS

S

PECIFIC

The key is to be as clear and specific as possible.



M

EASURABLE

How are you going to measure your goal? What will be the milestones?



A

CHIEVABLE

Realistic goals that are challenging but achievable.



R

ELEVANT

Do your goals align with your values and long-term goals? Do you really know why you want to achieve them?



T

IME-BOUND

Specify a deadline, monitor progress, and reevaluate.



GOALS

1 GOALS. First, set SMART goals. Then write down your goals by area of life.

2 WHY? Briefly describe why you want to achieve it. Why is this important to you?

3 HOW? Briefly describe: how do you know you have achieved your goals? It can be a specific number, an event, a mood, a state, etc.

4 OBSTACLES. Briefly describe the possible obstacles. For example, if your goal is to lose 5 kg, you know your obstacle may be regular snacks and other bad habits.

5 SOLUTIONS. Briefly describe the possible solutions. For example, if your obstacle is regular snacks, you can plan how you are going to avoid this, you may focus more on healthier snacks, or you may focus your attention on other activities.

6 ACTIONS. Briefly describe the possible smaller actions you will take to achieve your goal. If your goal consists of several small steps, write them directly on the table. However, if your goal is big, such as building a house (which is more in line with the project description), use the work breakdown structure.

7 DUE DATE. Set a deadline for all your goals. It makes it easier to track and implement.

8 REWARD. Think about how you will reward yourself when you reach a goal. Don't miss this step; it's important! It helps you to collaborate more with yourself and, of course, to stay motivated.