

SMART GOALS

When creating your task list, formulate each bullet as a SMART goal to ensure clarity and ease of completion. By using the SMART approach, you can clearly define your tasks, know when they are done, and easily tick them off as completed. This approach not only helps you stay motivated but also facilitates effective communication within teams, ensuring everyone is on the same page about task expectations and progress.

You can use this sheet to think about a To Do or task from different angles. This can help you gain clarity and save you and others time. Knowing exactly what it is that should be done, saves time as adjustments are less likely to be necessary.

After a while it will be natural for you to look at tasks in such way and you won't need to have a list like the one below anymore.

If you have questions or comments, please write me on LinkedIn!

SPECIFIC: What exactly do you want to do? (use present tense and positive language)

MEASURABLE: Make sure your goal is countable. How much? How many? For how long?

ATTRACTIVE: Is it important? Is it important to you? Is it relevant?

REALISTIC: Do you have enough resources and time? (less relevant for long-term goals! :D)

TIME-BOND: When do you want to be done?
