

SMART Tasks

Goal Setting Sheet - Use this sheet to write down goals you would like to achieve in your work/home life. Give each goal the **S.M.A.R.T.** check before you finalise it:

S.M.A.R.T. check:

Goals	S	M	A	R	T
1 _____					
2 _____					
3 _____					
4 _____					
5 _____					

List at least five specific tasks that will help you achieve these goals and assign a deadline to each:

Task	TARGET DATE	COMPLETED ON
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

The **SMART** way to do business

121 business coach