



NOVUS
ACCOUNTANCY LTD
TURNING ASPIRATIONS INTO REALITY

SMART GOALS



Using the wheel of life, choose a few areas which you would like to work on and use the below example to write down your own goals.

Remember they need to be SMART:

Specific **M**easurable **A**chievable **R**ealistic **T**imed

Top Tip:

Once you have set your goal, visualise achieving it and write down what you will experience. Then, do the same for if you don't succeed. Recognising the pains can act as an enormous motivating force.

Goal:

I will improve my time management in the next three months to reduce my working hours by 5 hours a week.

Why is this important to me?

Gains if I succeed

More time for me, better work/life balance, happiness

Pains if I don't succeed

Increased stress, less time to relax, less business satisfaction





DRIVERS & OBSTACLES



Use the below to further identify your drivers and obstacles for each SMART goal you have written.

GOAL:

TO BE ACHIEVED BY:

DRIVERS

The biggest benefit of achieving my goal is:

The biggest pain of not achieving my goal is:

Achieving this goal will also help me in these other areas:

OBSTACLES

The benefit of not completing my goal is:

Other obstacles to my success are:

CHANGES I NEED TO MAKE

To achieve this goal I will start:

To achieve this goal I will stop:

To achieve this goal I need to be someone who is:

RESOURCES TO CONSIDER

The resources that are already available are:

The resources I will need are:





ACTION PLAN



Now that you have created your SMART goals and identified your drivers and obstacles, it is time to create your action plan.

These actions need to be easily achievable and have a deadline so that you start moving towards your goals.

Start with setting 3 actions that you can achieve within the next week, and then a further 3 which you can complete within the next month.

| ACTION | DEADLINE |
|--------|----------|
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Once you have completed the above actions, review your goals, drivers and obstacles to help set further actions.

| FURTHER ACTIONS | DEADLINE |
|-----------------|----------|
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