

# HOW TO SET & ACCOMPLISH GOALS

## EVALUATE YOUR SITUATION

What worked before?  
What didn't?  
Based on these, what  
do you want to improve  
on and achieve?

## MAKE IT SMARTER

Your goals need to be:

S - Specific  
M- Measurable  
A - Attainable  
R - Relevant  
T- Time-Bound  
E- Evaluative  
R- Revisable

## WRITE IT DOWN

Write down your  
goals to clarify and  
strengthen your  
intentions.

## BREAK IT DOWN

Break down your  
goals into small and  
manageable steps to  
overcome overwhelm.

## HOLD YOURSELF ACCOUNTABLE

Hold yourself  
accountable by  
maintaining focus  
and discipline  
throughout your  
process

## REWARD YOURSELF

Rewarding yourself  
will help reinforce the  
positive actions  
you've taken  
so you can continue  
doing it.

## DEVELOP SYSTEMS AND HABITS

Effective systems and habits make it  
easier for you to accomplish your goals  
and regular basis.

