

## Elaborate SMART Goal Template (+ Problems)

	SMART questions	SMART answers
<b>S</b>	<b>Specific</b>	
	<p><i>Q1: What is the goal?</i></p> <p><i>Q2: What are the details of the goal?</i></p> <p><i>Q3: What do I want to accomplish with it?</i></p> <p><i>Q4: Who is involved?</i></p> <p><i>Q5: Where is it going to happen?</i></p> <p><i>Q6: What resources are available?</i></p>	<p><b>A1:</b></p> <p><b>A2:</b></p> <p><b>A3:</b></p> <p><b>A4:</b></p> <p><b>A5:</b></p> <p><b>A6:</b></p>
<b>M</b>	<b>Measurable</b>	
	<p><i>Q1: How will I measure progress?</i></p> <p><i>Q2: Do I have the necessary tools to measure my progress?</i></p> <p><i>Q3: How will I know the goal has been accomplished?</i></p>	<p><b>A1:</b></p> <p><b>A2:</b></p> <p><b>A3:</b></p>
<b>A</b>	<b>Attainable</b>	
	<p><i>Q1: Do I have the financial capacity to accomplish my goal?</i></p> <p><i>Q2: Do I have the skills and willpower to accomplish my goal?</i></p> <p><i>Q3: Will I have access to help when needed?</i></p> <p><i>Q4: Do I have all the necessary resources?</i></p> <p><i>Q5: Do I have the time to accomplish the goal?</i></p>	<p><b>A1:</b></p> <p><b>A2:</b></p> <p><b>A3:</b></p> <p><b>A4:</b></p> <p><b>A5:</b></p>
<b>R</b>	<b>Relevant</b>	
	<p><i>Q1: Why is this goal important?</i></p> <p><i>Q2: Is this goal worth my time?</i></p> <p><i>Q3: Is this the right time for it?</i></p>	<p><b>A1:</b></p> <p><b>A2:</b></p> <p><b>A3:</b></p>
<b>T</b>	<b>Time - bound</b>	
	<p><i>Q1: When will I achieve the goal?</i></p> <p><i>Q2: When will I carry out the activities that will bring me to my goal?</i></p> <p><i>Q3: When can I expect the first outcomes?</i></p>	<p><b>A1:</b></p> <p><b>A2:</b></p> <p><b>A3:</b></p>

Track the time you spend working on your SMART goals with [Clockify.me](https://clockify.me)

## Cheat sheet for solving problems

*What problems may I encounter on the road to reaching my goals?*

*What are the easiest ways to solve these problems?*

*What are the resources I can use to solve the listed problems?*

*Who are the people I can ask for help if I encounter these problems?*

*What inspirational words can I turn to when problems become too difficult?*