

SKILL – Focus on what's important 1

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1) DESCRIPTION OF THE TOOL

SMART Goal setting

It is a powerful tool for individuals and organizations to achieve their objectives. It involves setting Specific, Measurable, Achievable, Relevant, and Time-bound (**SMART**) goals that align with your personal or organizational values and vision.

2) OBJECTIVES OF THE TOOL

- Identify their key priorities and objectives
- Develop specific and measurable goals that are aligned with their vision and values
- Create a roadmap for achieving their goals
- Measure progress and track success
- Stay focused and motivated towards their goals

3) CONNECTION OF THE TOOL WITH THE SKILL

Goal setting is closely linked to the skill of "focus on what's important" because it involves identifying and prioritizing the most important goals and tasks. By setting clear goals, individuals can focus their time and energy on the activities that will bring the most significant impact.

4) RESOURCE MATERIALS

To apply the goal-setting tool, you will need:

- Paper and pen or a digital device
- Access to information about your personal or organizational vision and values
- A worksheet or template to guide the goal-setting process

5) HOW TO APPLY THE TOOL

To apply the goal-setting tool, follow these steps:

1. Define your vision and values: Start by defining your personal or organizational vision and values. What is the ultimate objective you want to achieve, and what are the values that guide

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your actions?

2. Identify your key priorities: Based on your vision and values, identify the top priorities that you want to achieve. These can be personal or organizational goals.
3. Set SMART goals: Develop specific, measurable, achievable, relevant, and time-bound (SMART) goals that are aligned with your priorities.
4. Create a roadmap: Develop a detailed plan that outlines the steps you need to take to achieve your goals, including timelines, resources, and milestones.
5. Measure progress: Regularly track your progress towards your goals and adjust your plan as needed.
6. Celebrate success: Celebrate your successes along the way to stay motivated and focused.

6) WHAT TO LEARN

- Develop specific and measurable goals that align with their vision and values
- Create a roadmap for achieving their goals
- Track progress towards their goals and adjust their plan as needed
- Stay focused and motivated towards achieving their goals
- Celebrate successes along the way to stay motivated and focused.

Goal-Setting Worksheet

Vision and Values	Define your personal or organizational vision and values.
Key Priorities	Based on your vision and values, identify your top priorities.
SMART Goals	Develop SMART goals that align with your key priorities. <ul style="list-style-type: none">- Specific: What exactly do you want to achieve?- Measurable: How will you measure your progress towards your goal?- Achievable: Is your goal realistic and attainable?- Relevant: Does your goal align with your key priorities and values?- Time-bound: When do you want to

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	achieve your goal?
Action Plan	Develop a detailed plan that outlines the steps you need to take to achieve your goals, including timelines, resources, and milestones.
Progress Tracking	Regularly track your progress towards your goals and adjust your plan as needed.
Celebration	Celebrate your successes along the way to stay motivated and focused.



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