

**SMART GOAL.** Start with one SMART Goal as you perform the following steps. Repeat for all your SMART Goals.

1

Extract all action steps and due dates pertaining to a SMART Goal.

2

Evaluate each step for obstacles and difficulties common to you.

3

Highlight likely trouble spots, and update your plans to reflect new needs.

4

Link to the consequences for successful performance and non-performance.

5

Build motivation and overcome resistance barriers with a separate strategic plan