



Personal Productivity Improvement - SMART Goal Template

💡 **How to Use This Template:** This template is designed to guide you in setting effective goals using the SMART framework (Specific, Measurable, Achievable, Relevant, Time-bound). Refer to the guiding questions and examples provided to ensure clarity and precision in your goal definition. These well-defined goals can then serve as the foundation for developing a comprehensive action plan, guiding you towards successful goal achievement. Furthermore, conducting a time audit by tracking your daily activities over a specified period enables you to analyze time allocation in relation to your established goals.

1. Goal Area

(Collaboration, Communication, Creativity, Focus, Goal Setting, Prioritization, Task Management, Time Management, Other)

2. Overall Goal

Please provide a broad, general statement of what you want to achieve. In a single sentence, what is the overarching thing you want to accomplish? For example: *I want to become more proficient in a new language.*

„Goals are dreams with deadlines.” (Diana Scharf-Hunt)



3. SMART Goal Details

Specifications	Goal 1	Goal 2	Goal 3
Specific (S) - Clear, well-defined, actionable, focused, unambiguous			
What exactly do you want to accomplish?			
Why is this goal important?			
Who is involved?			
Where will it take place?			
What resources or limitations should you consider?			
<input checked="" type="checkbox"/> Example: "Reduce distractions and improve focus during work hours to complete key tasks more efficiently."			
Measurable (M) - Quantifiable, trackable, verifiable, indicators, progress			
How will you track progress?			
What metrics will indicate success?			
<input checked="" type="checkbox"/> Example: "Track focused work sessions using the Pomodoro Technique and log the number of unplanned interruptions per day."			
Achievable (A) - Realistic, attainable, feasible, within reach, possible			
Is this goal realistic?			
Do you have the skills and resources needed?			
What steps will make it attainable?			
<input checked="" type="checkbox"/> Example: "Use the Pomodoro Technique for 4 focused work blocks per day and communicate clear boundaries with colleagues to minimize interruptions."			
Relevant (R) - Meaningful, important, worthwhile, aligned, impactful			
How does this goal align with your broader objectives?			
Why is this goal important now?			
<input checked="" type="checkbox"/> Example: "Improving focus will lead to higher-quality work, reduced stress, and better career development opportunities."			
Time-bound (T) - Deadline-driven, timeframe, target date, scheduled, finite			
What is your deadline?			
Are there milestones to track progress?			
<input checked="" type="checkbox"/> Example: "Achieve this goal within 4 weeks, with weekly check-ins to assess progress and adjust strategies as needed."			



4. My SMART Goals

Please provide a summary of your SMART goals, incorporating the details outlined in Part 3.

Example

Overall goal: I want to become more proficient in a new language.

SMART goals:


Specific: I want to improve my proficiency in Spanish to a conversational level, focusing on speaking and listening skills.

Measurable: I will complete one language lesson per day using Duolingo, and have a 30-minute conversation practice session once per week.

Achievable: I will dedicate 30 minutes each weekday to structured language learning and one hour on weekends for immersive activities (watching movies, reading articles, or speaking with a native speaker).

Relevant: Learning Spanish will help me communicate better while traveling, expand my cultural understanding, and support my long-term goal of working internationally.

Time-bound: I aim to reach a B1 (intermediate) level in Spanish within 6 months, verified by a self-assessment test or language certification exam.

	Goal 1	Goal 2	Goal 3



5. What is Next?

Ready to make these goals a reality? Start building your action plan now based on what you've defined - or contact me to discover how personalized productivity coaching can help you achieve your aspirations faster and more effectively.