Smart Goals

Specific

Say exactly what you want to achieve. For example, "to run around the oval without stopping" is a more specific goal than "to be fitter".

Meaningful and Measurable

Make your goal something you really want to achieve. It must be something that you can measure so you know when it has been achieved. For example, "have a maximum of one sugary drink per week" is measurable whereas "don't have many sugary drinks" is not.

Actionable

Every goal should start with an action verb (e.g., "quit," "run," "finish," "eliminate," etc.) Hint: you can break your goal into small steps.

Realistic

Is this an achievable goal for you? A good goal should stretch you, but not be unachievable. THEY MUST BE A CHALLENGE TO YOUR COMFORT ZONE.

Timely

Put a date on your goal. This might be the date you would like to achieve it or when you will start working toward it. For example, "I will lose 1kg in the next four weeks", or "by Monday night I will prepare healthy snacks for the week". A GOAL WITHOUT A DATE IS JUST A DREAM.

- Keep them few in number.

- Focus on a handful of goals that you can repeat almost from memory.

- Write them down. When you write something down, you are stating your intention and setting things in motion.

- Review them frequently. Every time you review your goals, ask yourself "What is the next step I need to take to move toward this goal?"