

My S.M.A.R.T. Writing Goal

Specific

Specific goals are easier to reach than vague ones!

Who? - Who will be writing?

What? - What exactly will you be writing?

Where? - Where will the writing be conducted?

Why? - What are your exact reasons for writing this? What are the goals? Benefits? Purpose?

Which? - Identify the requirements and constraints! Which attributes are important?

Write down your SPECIFIC GOAL HERE by answering WHO, WHAT, WHERE, WHY and WHICH:

Measurable

If your goal is not measurable, you have no way of knowing if you're making progress or not and when you have reached your goal.

When you measure your progress, you make sure you stay on track!

Write down your MEASURABLE GOAL HERE by answering the following questions:

How will you know that your main goal has been accomplished?

How much text and in what form will you write? Books? Chapters? Short story?

How much will you write on a daily/weekly basis? (Make it doable even on a bad day!)

Actionable

Set yourself up for success by making your goal attainable!

You can attain almost any goal if you plan realistic steps within a realistic time frame. The more often you set goals and reach them, the more capacity you develop to attain bigger goals!

Write down your ACTIONABLE GOAL HERE by answer the following questions:

How? - What is your actionable day to day plan to achieve the bigger goal?

What are the constraints of the project? Build in contingency!

Realistic

You decide how high the goal should be! Remember: High goals can be very realistic - it depends on YOU!

Is each goal consistent with other goals you have? Does it fit with your immediate and long term plans? How much work are you willing to put into your goal? How much work CAN you put into it? What is your motivation for wanting to reach this goal? Are you both willing to and able to work towards it? Does the goal match your needs?

Write down your REALISTIC GOAL HERE by reflecting on the following questions:

Is each goal consistent with other goals you have? Does it fit with your immediate and long term plans?

How much work are you willing to put into your goal? How much work CAN you put into it? Are you both willing to and able to work towards it?

What is your motivation for wanting to reach this goal?

Timely

A commitment to a deadline helps you focus your efforts! When you set a time frame you also set your unconscious mind to beginning to work on the goal.

When - What is your time frame?

When do you want to have reached your main goal?

When do you want to have reached certain mile stones?

What can you do today? Weekly?

Write down your TIMELY GOAL HERE by answering the questions about WHEN:

WRITE DOWN YOUR S.M.A.R.T. WRITING GOAL:

Write down your developed S.M.A.R.T. writing goal here – using your notes on your specific, measurable, actionable, realistic and timely writing goals. Remember to reread it often!