ONE PAGE SUMMARY

Lifestyle & Hobbies › Goal Setting › Short Term Goals

Beginner lessons for Short Term Goals

Achieve More with Short Term Goals!

DEFINITION

> Short term goals are specific, achievable objectives set to be completed in a short time frame, usually within days to months. They help build momentum towards larger, long-term goals.

KEY CONCEPTS

SMART Criteria

Goals should be Specific, Measurable, Achievable, Relevant, and Time-bound to ensure clarity and focus.

Action Steps

Break down goals into smaller, manageable tasks that can be completed step by step.

Tracking Progress

Regularly monitor your progress to stay motivated and make adjustments as needed.

Accountability

Share your goals with someone who can help keep you accountable and provide support.

Celebrate Success

Acknowledge and reward yourself for completing short term goals to boost motivation.

EXAMPLES

→ Complete a book by the end of the month.

→ Exercise for 30 minutes three times a week.

→ Save $100 in the next two months.

MEMORY TIPS

★ Use the acronym SMART to remember goal-setting criteria.

★ Visualize your goals on a timeline for better clarity.

★ Create a checklist to track completed tasks.

COMMON MISTAKES

✗ Setting vague goals that lack specificity.

✗ Overloading with too many goals at once.

✗ Neglecting to review and adjust goals regularly.

QUICK RECAP

Short term goals are essential for achieving larger objectives by breaking them into manageable tasks. Use the SMART criteria to set effective goals and track your progress for success.