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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 the near future. They help you stay focused and motivated on your path to larger goals.

KEY CONCEPTS

SMART Criteria

Goals should be Specific, Measurable, Achievable, Relevant, and Time-bound.

Action Steps

Break down each goal into smaller, manageable tasks to make progress easier.

Time Frame

Set a clear deadline for each short term goal to create urgency and accountability.

Tracking Progress

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

Reward System

Celebrate small achievements to boost motivation and reinforce positive behavior.

EXAMPLES

- Complete a book chapter by Friday.
- Exercise for 30 minutes three times this week.
- Organize your workspace by the end of the day.

MEMORY TIPS

- ★ Use the acronym SMART to remember goal-setting criteria.
- ★ Visualize your goals as stepping stones leading to a larger goal.
- ★ Create a checklist to track your short term goals.

COMMON MISTAKES

- ✗ Setting vague or overly ambitious goals.
- ✗ Neglecting to break goals into smaller tasks.
- ✗ Failing to track progress regularly.

QUICK RECAP

Short term goals are essential for achieving larger objectives. Use the SMART criteria, set deadlines, and track your progress to stay on course. Remember to celebrate your achievements along the way!