

# THE GREAT FRAMEWORK FOR GETTING THINGS DONE

## MY GOAL (SMART)



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Target Date \_\_\_\_\_



## HOW WILL I KNOW I HAVE ACHIEVED MY GOAL

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## THE GOAL IS IMPORTANT TO ME BECAUSE (WHY)

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## WHAT OTHERS HAVE DONE TO ACCOMPLISH SAME GOAL (RESEARCH)



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## OPTIONS TO ACHIEVE MY GOAL (ELIMINATE)



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## MY NEXT BEST STEPS (ACTION)



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## HOW AM I DOING (TRACK)



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