

## Y.A.2. MAKE A CHANGE

### Personal Plan: Setting goals according to SMART method

SMART is a goal setting methodology that helps make goals clear, achievable and motivating. Each letter in SMART stands for a key characteristic that a goal should have:

- S** - Specific
- M**- Measurable
- A**- Achievable
- R**- Relevant
- T**- Time

Using this method, you can set clear goals and plan steps to achieve them.

#### Task: Creating a personal plan by SMART method

**Instructions:** Use the table below to consider and define your personal goal based on the SMART method. Think about each part and ask yourself concrete questions to form the goal that is specific, measurable, achievable, relevant and time defined.

SMART criterion	The question you need to ask yourself	Your answer
Specific	What is the specific goal I want to achieve?	
Measurable	How can I measure progress towards this goal? What are the indicators of success?	
Achievable	Is the goal achievable? What resources or skills do I need to achieve this goal?	
Relevant	Why is this goal important to me? How does it contribute to my personal or professional development?	
Time	When do I want to achieve this goal? What is the deadline to achieving the goal?	

#### Task: Developing activities and steps to achieve the goal

##### Instructions:

Now that you have defined your goal using the SMART method, think about the specific steps you will take to achieve that goal. Use the table below to plan activities and tasks.

Activity / When will I do that?	Who can help me?	Possible challenges and how to overcome them
Step 1		
Step 2		
Step 3		
Step 4		

**Task 1: Analysis of motivation and roles Instructions:** Think about your inner motivation that moves you toward achieving your goal. Also, ask yourself what your role is in achieving your goal.

Question	Your answer
Why do I want to achieve this goal?	
How will achieving this goal improve my life?	
What is my responsibility for achieving this goal?	
Which inner values will help me to stay motivated?	

**Task 2: Assessment of resources and obstacles**

**Instructions:** Think about the resources you have or need, as well as potential obstacles on the way to the achieving your goal. Plan how you will overcome them.

The resources I have	Resources I need	Obstacles I may encounter	How do I overcome them?
<b>Example:</b> Free time, motivation, family support	<b>Example:</b> Additional education, money for equipment	<b>Example:</b> Lack of financial resources	<b>Example:</b> Find free resources, volunteer, look for sponsors

## 1. Objective: Finish school

**Specific:** I want to finish school (complete all obligations and successfully pass final exams).

**Measurable:** My goal is to graduate from high school with a good GPA and passed exams.

**Achievement:** I achieve this goal by participating in classes, studying regularly and passing exams.

**Realistic:** And I have the necessary resources and abilities to complete the school. I have the support of my teacher and family.

**Time:** I plan to finish school within 2 years (by the end of my schooling).

Task	Deadline	Status
Attend a regular basis	Every week	In process
Learn 3 hours per week for exams	Every day	In process
To pass final exams	Summer 2025.	-

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## 2. Objective: To acquire new skills (e.g. programming)

**Specific:** I want to learn the basics of programming.

**Measurable:** I plan to complete an online course in basic programming.

**Achievement:** I will learn basic programming concepts through video lessons, tasks and projects.

**Realistic:** I have basic computer knowledge and internet access to study.

**Time:** I want to complete the course for 6 months.

Task	Deadline	Status
Sign up for a free course for beginners	By the end of the month	-
Attend online classes (3 times a week)	Every week	In process
Finish all projects on the course	6 months from the start	-

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## 3. Objective: To learn a new language

**Specific:** I want to learn the basics of Spanish language.

**Measurable:** I plan to learn 1000 basic words and phrases, as well as understand basic grammatical structures.

**Achievement:** I will learn the basics of the language through an online application and learning with a tutor.

**Realistic:** I have time to learn and resources like free applications and tutorials.

**Time:** I want to learn the basic language for 1 year.

Task	Deadline	Status
Download a language learning app (e.g. Duolingo)	Immediately	-
Learn 20 minutes a day	Every day	In process
Attend an online class with a tutor	Every month-	-

#### 4. Objective: Travel and meet new cultures

**Specific:** I want to visit 3 European countries.

**Measurable:** I plan to visit 3 countries, stay at least 3 days in each and explore the cultural sights.

**Achievement:** I will travel to Italy, Spain and the Netherlands, plan trips and learn about the history and culture of those countries.

**Realistic:** I have enough funds for travel and support from family.

**Time:** I plan to visit all three countries in the next 2 years.

Task	Deadline	Stat us
Explore the best destinations and prices	2 months from now	-
Book flights and accommodation for each country	6 months from now	-
Visit 3 countries (3 days in each)	By the end of 2027.	-

#### Reflections:

- **What is my most important goal?**

**Expected result:** Finish the school with good GPA.

- **What resources do I have to achieve the goal?**

**Resources:** Family support, internet for courses and language apps, timeline.

- **What obstacles can I encounter?**

**Obstacles:** Lack of motivation, financial limitations for travel.

- **How will I overcome them?**

**Solution:** Setting more realistic goals, looking for free resources, support from friends and mentors.