

# The Coffee Break Guide to Business Plans

## Setting SMART Goals

### Instructions

Grab those mini business plans you wrote (or if you haven't yet, go grab the questions at [www.CoffeeBreakPublishing.com](http://www.CoffeeBreakPublishing.com) on the resources page, or find them in the book *The Coffee Break Guide to Business Plans*).

The mini-business plan will help you focus on what you really want to get out of your career and you can turn those wants into goals.

You want to your goals SMART! SMART stands for Specific, Measurable, Attainable, Realistic, and Timely. When you're creating your goals think about applying the SMART method to them.

You can plan goals for this year, but you might also think about writing out some goals for a three-year, five-year, ten-year, or even twenty-five year plans.

Remember, this is designed to take you about one coffee break (around 15 mins)

By the end of \_\_\_\_\_ I will...

- Writing goals:

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- Career goals:

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- Honing my Craft goals:

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- Time Management goals:

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- Financial Goals

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- Me Time Goals

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