

MODULE 2. COACHING TOOLS



3. MATERIAL FOR PARTICIPANTS: PLAY & ROLE



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3. MATERIAL FOR THE PARTICIPANT: PLAY & ROLE

Setting Goals using the SMART Method.

Role:

- Coach
- Client

Let's get started!

- C:** Hello! How are you today?
- Cl:** Hi, I'm a little stressed because it's hard for me to define my goals precisely.
- C:** I understand, it's normal. Today I would like to introduce you to the SMART method, which will help us precisely define your goals. Have you ever heard of this method?
- Cl:** Yes, but I don't know the details.
- C:** Great, I'll explain it to you. The SMART method is an acronym for Specific, Measurable, Achievable, Relevant and Time-bound). This will allow us to create goals that are specific and realistic. Let's start with the first element -

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Specific, i.e. Detailed. Do you have a goal you would like to achieve?

- **CI:** I would like to improve my time management skills.
- **C:** This is a good start, but let's try to be more specific. As for suspension from management in the case
- **CI:** I would like to plan my tasks better and avoid delays.
- **C:** Great, that's a more specific goal. Now let's move on to the next step. The next element is Measurable. How will we measure your progress in planning tasks and avoiding delays?
- **CI:** I could track how many tasks I complete on time during the week.
- **C:** Great idea. Do you have any specific numbers in mind?
- **CI:** I would like 90% of my tasks to be completed on time.
- **C:** Very good, now we have a concrete measure. Let's move on to the next step. The next element is Achievable. Do you think it is realistic to achieve 90% of tasks on time?
- **CI:** I think so, but it may require some effort and a change in habits.

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- **C:** That's good, it's important that the goal is ambitious but realistic. Now let's move on to Materiality. The next element is Relevant. Why is improving your time management important to you?
- **CI:** Because I often feel overwhelmed and I would like to be more effective at work, which will allow me to have a better work-life balance.
- **C:** Very good. Now let's move on to the last step. The last element is Time-bound. By when would you like to achieve this goal?
- **CI:** I think three months is a realistic time to improve your time management skills.
- **C:** Perfect. We now have a complete SMART goal. It reads: "I will improve my time management skills by planning tasks so that 90% of them are completed on time within three months, which will allow me to better balance work and private life." How do you feel now that you have set a specific SMART goal?
- **CI:** I feel more motivated and have a clear action plan.
- **C:** I'm very happy. Be sure to monitor your progress regularly and adjust your plan as needed. Do you have any further questions?

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- **CI:** No, thank you. Everything is clear.

- **C:** Great, I keep my fingers crossed for your success! See you at the next meeting.

- CI:** Thank you, see you soon!

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- **C:** The SMART method can be practiced every day by defining daily tasks in a specific, measurable, achievable, realistic and time-based manner, for example: "Today I will read 20 pages of a book in an hour from 6:00 p.m. to 7:00 p.m." Regularly practicing this approach helps develop the habit of precisely defining and achieving goals.

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