

## MODULE 2. COACHING TOOLS



### **4. PODCAST: COACHING TOOLS FOR SELF-DEVELOPMENT – SMART METHOD**



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## 4. PODCAST: COACHING TOOLS FOR SELF- DEVELOPMENT - SMART METHOD

- **Editor:** Hello! Hello and welcome to our podcast dedicated to self-development tools. Today we will focus on the SMART method, which is one of the most popular ways of setting goals, both in personal and professional life. Stay with us to learn what the SMART method is and how to use it effectively.



### Mini-lecture

- **Editor:** What is the SMART method?

The SMART method is a goal-setting tool that helps you precisely define what you want to achieve and how. SMART is an acronym that stands for Specific, Measurable, Achievable, Realistic and Time-bound. Let's take a closer look at each of these elements.

The goal should be clearly defined and detailed. Instead of setting a general goal such as "I want to be healthier", it's better to

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set yourself a specific goal, for example "I want to lose 5 kilograms in 3 months through regular exercise and a healthy diet."

The goal should be measurable so that you can track progress and assess whether it has been achieved. In our example, the measurable aspect is the number of kilograms we want to lose and the time in which we plan to achieve it.

The goal should be realistic and achievable. Setting too ambitious goals can lead to frustration and discouragement. Let's make sure we have the resources and skills needed to achieve our goal.

The goal should be realistic and consistent with our capabilities and life conditions. It should also be important to us and consistent with our values. In our example, if we do not have time for daily exercise, it is worth adapting the plan so that it is realistic.

The goal should have a specific deadline for completion. Setting a specific deadline motivates us to act and allows us to manage our time better. In our example, we have a clearly defined deadline - 3 months.

How to use the SMART method?

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Define your goal. Start by defining the goal you want to achieve. Remember to make it specific, measurable, achievable, realistic and timely.

Create an action plan. Once you have identified your goal, plan the specific steps you will need to take to achieve it. Consider what resources you will need and what potential obstacles may arise.

Monitor progress. Check your progress regularly. Measuring your progress will help you see if you're on the right track or if something needs to be changed in your action plan.

Adjust your actions. If you notice something isn't working as planned, don't be afraid to make changes. The SMART method is flexible and can be adapted to changing conditions.

Now we will conduct a short exercise that will help you set a goal according to the SMART method.

- Choose a goal - Think of one goal that you would like to achieve in the near future. For example: "I want to learn the basics of Spanish."
- Be specific - I want to master 1,000 basic words and sentences in Spanish.
- Measurability - I will learn 20 new words a week and test my knowledge every month.

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- Achievability - I have time to study 30 minutes a day, which is realistic and achievable.
- Realistic - Learning Spanish is important to me because I am planning a trip to Spain next year.
- Timeliness - I want to achieve this goal within 12 months.

Thank you for being with us during this episode of the podcast. I hope that the SMART method will be helpful in setting and achieving your goals. Remember that the key to success is consistency and flexibility in adapting your activities. See you in the next episode! Thank you and I hope to hear from you soon!

