

Setting Goals for Success using **SMART Goals**

Effective goal setting is a key factor in achieving success in any area, including your CPB Canada Mentorship experience.

This guide explores a popular goal-setting framework known as SMART goals, which can help you establish clear, achievable objectives for your mentorship journey.

What are SMART Goals?

SMART is an acronym that stands for five important qualities that your goals should possess: specific, measurable, attainable, relevant & time-bound.



01 SPECIFIC

Clearly define what you want to achieve. Instead of a vague goal of "improve my bookkeeping skills," a specific goal might be "master Period End by [date]."

02 MEASURABLE

Establish a way to track your progress. How will you know when you've achieved your goal? You could aim to "correctly answer 80% of practice exam questions on Period End."

03 ATTAINABLE

Set goals that are challenging yet achievable within your capabilities and the program timeframe.

04 RELEVANT

Ensure your goals align with your overall mentorship objectives and career aspirations.

05 TIME-BOUND

Assign a deadline for achieving your goal. This creates a sense of urgency and helps you stay focused.

Benefits of SMART Goals:



Clarity: SMART goals provide a clear roadmap for your mentorship journey, keeping you motivated and on track.



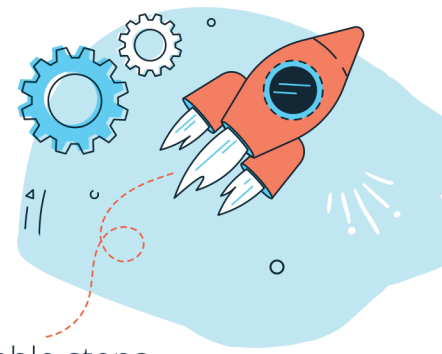
Focus: By breaking down larger goals into smaller, manageable steps, you can stay focused and avoid feeling overwhelmed.



Motivation: Witnessing progress towards measurable milestones can be a powerful motivator to keep striving for your goals.



Evaluation: SMART goals allow you to assess your progress and make adjustments as needed throughout your mentorship experience.



How to Apply SMART Goals in Your Mentorship

- **Work with your mentor to develop SMART goals** that align with your professional development and the program objectives. Here are some examples to get you started:
 - **Goal:** Become proficient in using a specific bookkeeping software (e.g., QuickBooks Online) by [date]. (Specific, Measurable, Time-Bound, Relevant)
 - **Goal:** Improve reconciliation accuracy to 99% within three months by attending relevant workshops and practicing with sample data sets. (Specific, Measurable, Achievable, Time-Bound)
 - **Gain confidence in presenting financial reports to clients.** This broader goal can be broken down into SMART sub-goals, such as:
 - Develop a presentation outline for a sample client report by [date]. (Specific, Measurable, Time-Bound)
 - Practice delivering the presentation to your mentor and receive feedback by [date]. (Specific, Measurable, Achievable, Time-Bound)
- **Review and refine your goals** throughout your mentorship journey as your skills and understanding evolve.
- **Track your progress** and celebrate your accomplishments along the way!



By incorporating SMART goals into your CPB Canada Mentorship experience, you can maximize your learning and development opportunities, setting yourself up for success in your bookkeeping career.



SMART GOAL SETTING WORKSHEET

Goal #1	GOAL STATEMENT: _____ _____ Is my goal SMART? <input type="checkbox"/> Specific <input type="checkbox"/> Measurable <input type="checkbox"/> Achievable <input type="checkbox"/> Realistic <input type="checkbox"/> Timely	What does success look like? _____ _____
	To reach this goal, I will take the following actions: 1. _____ <input type="checkbox"/> 2. _____ <input type="checkbox"/> 3. _____ <input type="checkbox"/> 4. _____ <input type="checkbox"/> 5. _____ <input type="checkbox"/>	To reach this goal, I need the following resources: 1. _____ <input type="checkbox"/> 2. _____ <input type="checkbox"/> 3. _____ <input type="checkbox"/> 4. _____ <input type="checkbox"/> 5. _____ <input type="checkbox"/>
Goal #2	GOAL STATEMENT: _____ _____ Is my goal SMART? <input type="checkbox"/> Specific <input type="checkbox"/> Measurable <input type="checkbox"/> Achievable <input type="checkbox"/> Realistic <input type="checkbox"/> Timely	What does success look like? _____ _____
	To reach this goal, I will take the following actions: 1. _____ <input type="checkbox"/> 2. _____ <input type="checkbox"/> 3. _____ <input type="checkbox"/> 4. _____ <input type="checkbox"/> 5. _____ <input type="checkbox"/>	To reach this goal, I need the following resources: 1. _____ <input type="checkbox"/> 2. _____ <input type="checkbox"/> 3. _____ <input type="checkbox"/> 4. _____ <input type="checkbox"/> 5. _____ <input type="checkbox"/>
Goal #3	GOAL STATEMENT: _____ _____ Is my goal SMART? <input type="checkbox"/> Specific <input type="checkbox"/> Measurable <input type="checkbox"/> Achievable <input type="checkbox"/> Realistic <input type="checkbox"/> Timely	What does success look like? _____ _____
	To reach this goal, I will take the following actions: 1. _____ <input type="checkbox"/> 2. _____ <input type="checkbox"/> 3. _____ <input type="checkbox"/> 4. _____ <input type="checkbox"/> 5. _____ <input type="checkbox"/>	To reach this goal, I need the following resources: 1. _____ <input type="checkbox"/> 2. _____ <input type="checkbox"/> 3. _____ <input type="checkbox"/> 4. _____ <input type="checkbox"/> 5. _____ <input type="checkbox"/>

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Specific: Set goals that have a clear end target.

Measurable: Use numbers or targets to help you be specific about what you want to accomplish.

Achievable: Set goals where you control the outcome.

Realistic: Set goals that you have the skills, time, and ability to meet.

Timely: Set a time for when you expect to reach the goals. Setting deadlines will push you to meet them.