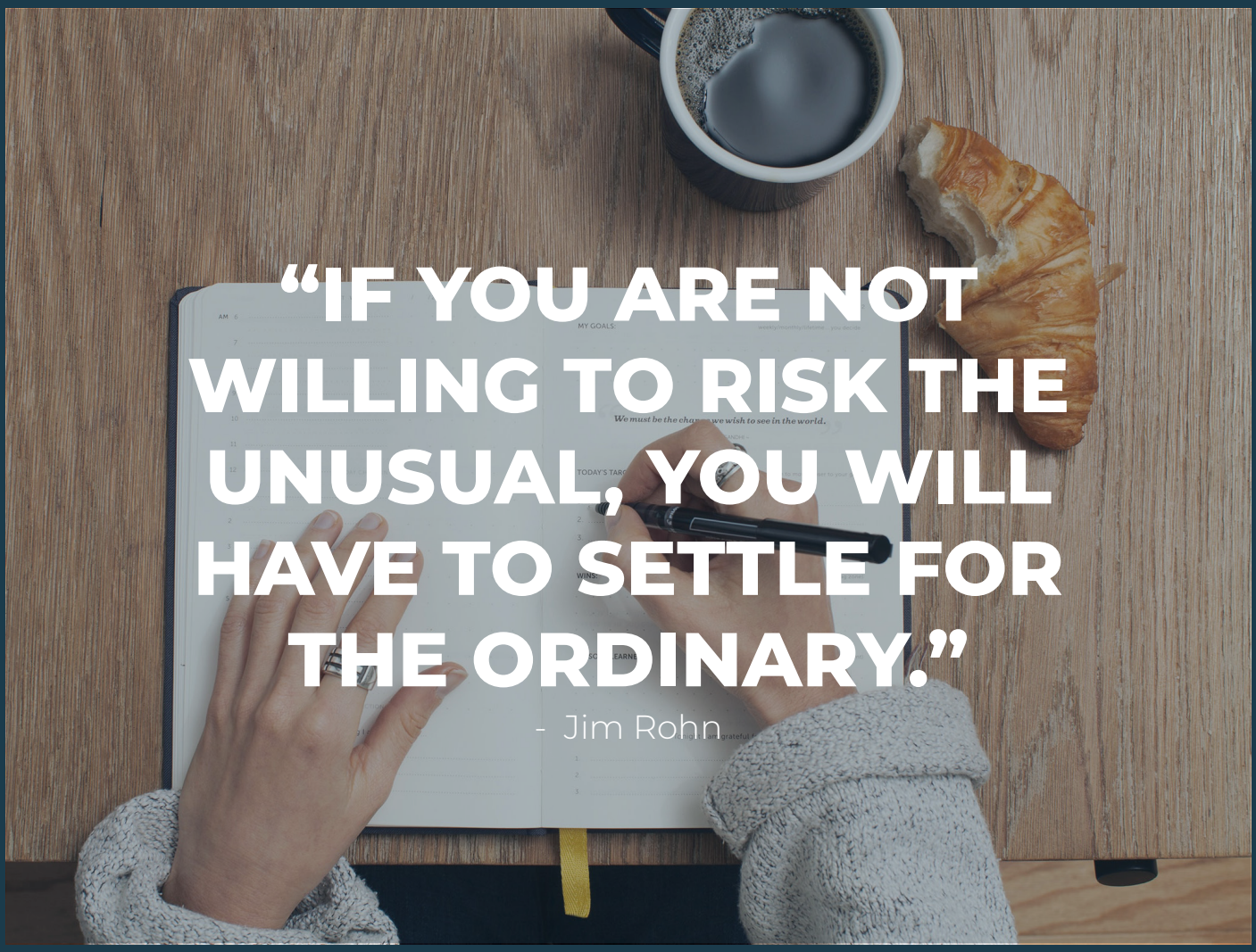
STARTER KIT 2/2

PREPARE A SMART *ONE-PAGE ACTION PLAN*

boost up



Setting the right goals and having someone keep you accountable will set you up for success. It will help you trigger new behaviors, improve your focus, motivate you and specially make you take action and get results faster.

Now that you clarified your situation, that you got a well-defined vision and you know where you're heading, you can feel more confident. You also got the right mindset in place and you are ready to plan your journey.
You can now start building your SMART one-page action plan with SMART goals.
By SMART goals, I mean specific, measurable, attainable, relevant, and time-based.
To make sure your goals are clear and reachable, each one should be:

1. Specific (simple, sensible, significant)

Your goals should be clear and specific, otherwise you won't be able to focus your efforts or feel truly motivated.

Try to answer the five "W" questions:

1. **What** do I want to accomplish?
2. **Why** is this goal important?
3. **Who** is involved?
4. **Where** is it located?
5. **Which** resources or boundaries are involved?

2. Measurable (meaningful, motivating)

Your goals should be measurable, so that you can track your progress and stay motivated. Assessing progress helps you stay focused, meet deadlines, and feel the excitement of getting closer to achieving your goals.

Try to answer the following questions:

_____ How much?
_____ How many?
_____ How will I know when it is accomplished?

3. Achievable (agreed, attainable)

Most importantly, your goals need to be attainable.

Try to answer questions such as:

_____ How can I accomplish this goal?
_____ How credible is the goal, based on other constraints, such as financial ones?

4. Relevant (reasonable, realistic, and results-based)

Make sure your goals matter to you, that they are aligned with your vision, and are realistic.

Try to answer "yes" to these questions:

_____ Does this seem worthwhile?
_____ Is this the right time?
_____ Does this match my needs?
_____ Am I the right person to reach this goal?

5. Time bound (time-based, time/cost limited, well-timed)

Your goals need a target date, so that you have a deadline to focus on and something to work toward.

Try to answer these questions:

_____ When?
_____ What can I do six months from now?
_____ What can I do six weeks from now?
_____ What can I do today?

All you have to do now is break down your main goal into smaller SMART goals and categorize them in the table below, and please be as clear as possible.

LIST:	WHAT (OR WHO)?	HOW	BY WHEN
The top 3 assignments, projects, or achievements you need in order to develop expertise and your track record	1. 2. 3.		
The top 3 key **skills or knowledge** you need to acquire	1. 2. 3.		
The top 5 key **people**, mentors, industry leaders or experts you need to build relationships with	1. 2. 3. 4. 5.		
Any **education,** training, program, conference, book that will help you achieve your career goals			
Other action steps that will help you achieve your career goals			

Prioritize and choose the top 3 immediate most advantageous next steps in your career from the table above, and include the deadline:

LIST:	WHAT (OR WHO)?	HOW	BY WHEN
The top 3 immediate next steps	1. 2. 3.		

Now that you're done, instead of having a single linear career track, you have identified a number of possible pathways.

You still have to find someone to keep you accountable
You are finally ready for the next steps! Good Luck!

If you would like to take on that work further and deeper and to make real changes in your career, you are probably ready to embark on the **Boost Up Journey.**

As a Certified ICF Executive & Leadership Coach and a Licensed Firework Career Coach, The **Boost Up Journey** has been carefully tailored using research in career evaluation and tansition and practical measurable results from executives, managers and leaders.
The **Boost Up Journey** is a 6-month customized program where we will work together to make sure you reach your true potential and you achieve meaningful career goals.
My program will give you the time and space to really assess your current situation, your aspirations and redesign your career on your own terms. The **Boost Up Journey** is tailor-made to suit your needs and entails leadership development throughout the whole process. By the end of the sessions, you will have a clear vision of a career that offers you a long-term sense of purpose and fulfilment. You will also come out with an action plan for how to achieve your career goals and you will be able to start implementing it by the end of the journey.

Program features:

- ✓ 6-month program
- ✓ 18 sessions
- ✓ 1:1 customized coaching
- ✓ Online /in-person (when geography allows it)
- ✓ Coaching available in French or English

Let's get started!

👉 Book your **FREE Career Boost Session** and don't waste time!

OR

👉 Drop me a message for more info:

My website

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