Hoja de trabajo de los Objetivos SMART



Dia de hoy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha prevista para la finalización: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objetivo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de inicio planificada: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Los objetivos SMART son Específicos, Medibles, Alcanzables, Relevantes y Basado en el tiempo.**

**(Specific) Especifico:** ¿Qué es exactamente lo que quieres lograr? Sé específico. Sé claro. Sé detallista. Visualízalo y luego escríbelo. Hazlo personal para ti. ¿Qué habilidades, conocimientos y recursos necesitará para lograr este objetivo? ¿Cómo cambiará tu vida cuando alcances esta meta?

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**(Measurable) Medible:** ¿Cómo sabrás si estás progresando? ¿Cómo sabrás si todavía estás en camino para tu fecha de finalización? ¿Cómo sabrás cuándo has alcanzado tu objetivo? Utilice números o valores que se puedan rastrear.

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**(Attainable) Alcanzable:** ¿Es este un objetivo realista? ¿Está a tu alcance? ¿Se puede lograr dentro de su marco de tiempo? ¿Tienes el conocimiento, las habilidades y los recursos para lograr este objetivo? Si no es así, ¿Tienes la capacidad de conseguirlos? ¿Tienes la confianza y la motivación para hacer esto? Si no es así, ¿Cómo lo obtendrás y lo \*mantendrás?

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**(Relevant) Relevante:** Este es tu POR QUÉ. ¿Por qué quieres lograr este objetivo? ¿Por qué es importante para ti? ¿Qué beneficios recibirá al lograr este objetivo? ¿Encaja con tus objetivos de vida a largo plazo? ¿Es este el momento adecuado para hacer esto? ¿Por qué vas a ser capaz de mantener tu compromiso con este objetivo? ¿Cómo te mantendrás motivado para seguir avanzando?

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**(Timely) Basado en el tiempo:** ¿Cuál es la fecha límite para lograr este objetivo? ¿Te da suficiente tiempo, sin demasiado relleno, para lograr el objetivo? ¿Encaja con otros compromisos que tienes en tu vida? ¿Cómo superarás los retrasos para seguir avanzando? ¿Qué hitos necesitas establecer? ¿Cómo vas a aprovechar al máximo tu tiempo?

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Pasos de Acción

**Acciones necesarias Fecha de finalización**

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Seguimiento de avances

**Avance Fecha de finalización**

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