



# SMART Goal Focus Audit

## Know Your Constraints to Set Better Goals

Good SMART goals don't start with ambition. They start with an honest understanding of constraints, leverage, and reality.

Use this before creating a SMART goal as a companion to the SMART Goal Builder GPT, which will help you refine and structure what you uncover here.

A Focus Audit helps you surface:

- what consistently gets in your way
- where progress is actually possible
- what a goal will need to work around, not magically remove

This worksheet improves goal quality by:

- separating frustration from action
- preventing over-scoped goals
- grounding ambition in reality

Take five minutes to think through and answer the questions below. It doesn't have to be an exhaustive list. Use to clarify your thoughts and see patterns.

### What takes too much of your time or energy?

Work, tasks, or patterns that consume more time than their value.

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### What gets too little of your time or energy?

Work you believe matters but rarely gets protected space.

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### Where are you under-investing your time or energy?

Skills, capabilities, or ownership you keep postponing.

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Once you stop thinking of things to write on this list, you can turn the page and continue.





## Choose your biggest constraint and your biggest opportunity

Flip the page back over. Review your lists and mark two different items.

1. Circle ONE item that creates the most drag, pressure, or friction (this is a constraint you must work around)
2. Star ONE item that you realistically have influence over (this is where progress is possible)

These must be different items.

## Translate into goal inputs

### The Constraint

The condition your goal must survive.

Circled item: \_\_\_\_\_

Why it matters: \_\_\_\_\_

What it limits (time, energy, authority): \_\_\_\_\_

### The Leverage

Where meaningful progress is realistic.

Starred item: \_\_\_\_\_

Why this is workable now: \_\_\_\_\_

What improving this could unlock: \_\_\_\_\_

## Check for viability

A strong goal should:

- Make progress on the starred item
- Respect the circled constraint
- Work despite existing pressure
- Reduce friction or increase capability over time

If a goal depends on removing the constraint, it's likely too ambitious.

## Start building your SMART Goal

Use the information above as input for the SMART Goal GPT.

- The starred item defines what the goal should focus on
- The circled item defines the conditions the goal must work within

Draft focus for your next SMART goal:

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