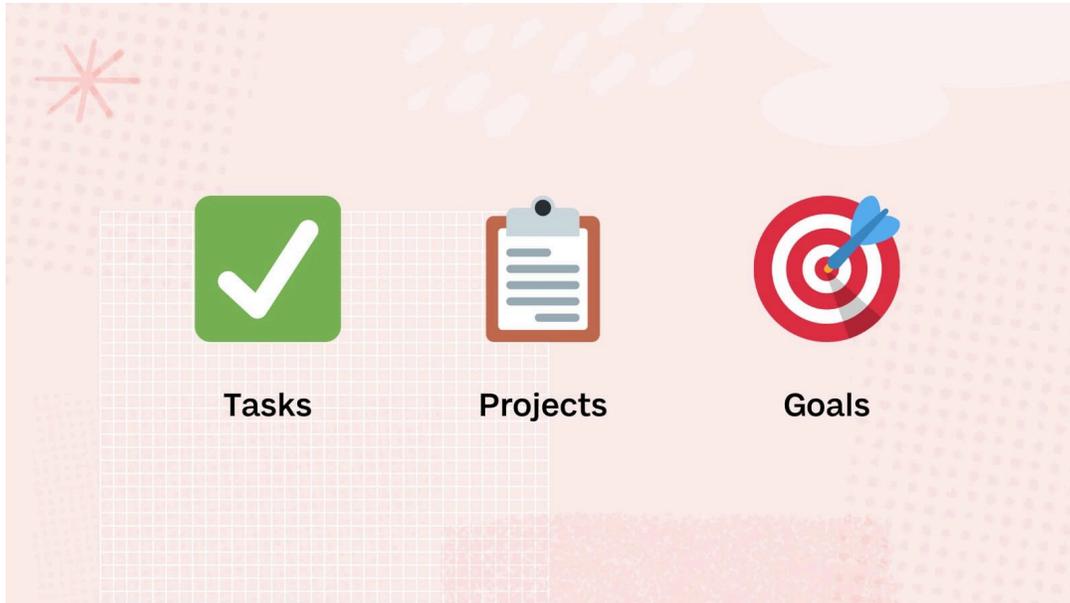




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Dear :



When I talk with prospects about time management and SMART goal setting, I often get some variation of the question, "What's the difference between goals and tasks? Aren't they both something I have to get done?"

Well, not quite. Goals and tasks are distinct but related elements of planning and achievement. A goal is a broad, overarching objective, while a task is a specific, actionable step needed to achieve that goal.

Tasks vs Goals

A task is a piece of work that needs to be accomplished. Most people's daily to-do list are made of tasks - often unrelated to their goals. Tasks often make up the steps required to complete a larger objective; often called a project.

A goal is the desired result a person envisions, then plans and commits to achieve.

A SMART goal, remember, is one that is -

- Specific

- Measurable
- Action-oriented
- Realistic
- Time-bound

So, a SMART goal is a mini-process or system, while a task is simply an action step - a mile marker on the way to achieving a stated goal.

Owning a good goal planner - and actually using it - can help you set goals, and achieve them by completing the tasks of which the goals are made.

I'd like to hear what you think. Please follow this link to leave a comment -

<https://agilemarketingservices.com/tasks-vs-goals-whats-the-...>

That's it for now. Until next time, be well and stay healthy & happy!

Very best,

Scott Gardner

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