

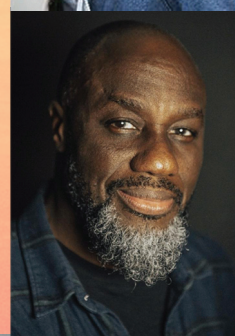


# GLOBAL7 SHORT COURSE IN ACTING

THE UNITED KINGDOM'S  
GROUNDBREAKING  
**PART-TIME DRAMA SCHOOL**

**VOICES OF THE  
GLOBAL MAJORITY**

**WHERE TALENT  
MEETS OPPORTUNITY**





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# ARTS COUNCIL ENGLAND

*"By 2030, we want England to be a country in which the creativity of each of us is valued and given the chance to flourish, and where every one of us has access to a remarkable range of high-quality cultural experiences".*

*(Arts Council England)*

**Arts Council's Let's Create Strategy 2020-2030 for Culture and Creativity, Three Outcomes:**

## **Creative People**

Everyone can develop and express creativity throughout their life.

## **Cultural Communities**

Villages, towns and cities thrive through a collaborative approach to culture.

## **A Creative And Cultural Country**

England's cultural sector is innovative, collaborative and international.

**To achieve these the Arts Council and the organisations and people the Arts Council invest in will need to adapt, steered by their four Investment Principles:**

### **\* Ambition & Quality**

Cultural organisations are ambitious and committed to improving the quality of their work.

### **\* Inclusivity & Relevance**

England's diversity is fully reflected in the organisations and individuals that we support and in the culture they produce.

### **\* Dynamism**

Cultural organisations can thrive and are better able to respond to the challenges of the next decade.

### **\* Environmental Responsibility**

Cultural organisations lead the way in their approach to the climate emergency.

# GLOBAL7 CORE VALUES



## VOICES OF THE GLOBAL MAJORITY

The Arts Council's three outcomes and investment principles (with the exception of Environmental Responsibility) is integral to **VOICES OF THE GLOBAL MAJORITY**.

This is a new exciting, dynamic and practical **7 DAY ACTING COURSE** designed for young people 18+ and adults who are passionate and have an interest in developing their acting skills.

This short course will inspire and motivate you and build your confidence in acting. You will learn how to develop a character, how to approach a script in a supportive and creative environment. Throughout the course you will receive feedback. Further acting training is encouraged for those wanting to pursue a career as an actor.

# EQUALITY, DIVERSITY & INCLUSION

Equality, diversity and inclusion (EDI) matters, representation matters. At GLOBAL7 we understand this and the need to inspire and develop the talent of disadvantaged underrepresented communities, especially Black, Asian communities and the global majority in the entertainment industry, by delivering short courses and the GLOBAL7 talent agency.

It's important that the industry as a whole continues to diversify the pipeline of talent on and off screen and open up opportunities for people from different cultural backgrounds.

The 7 DAY ACTING COURSE is accessible practical training, it is 'where talent meets opportunity', with leading industry experts i.e., casting directors, directors and actors, and further training is encouraged for those serious about pursuing a career as an actor.

Through ongoing training and talent representation, GLOBAL7 is committed to developing an inclusive economy and increasing prosperity through innovation and collaboration.

## WHO IS THIS SHORT COURSE IN ACTING FOR?

The course is suitable for young people 18+ and adults with some or no experience in acting and who wish to:

- Gain a better understanding of the acting industry
- Develop and enhance their technical and creative performance skills
- Learn about the casting / audition process and what casting directors are looking for
- Pursue acting as a career as this course is an excellent introduction into acting

## WHERE AND WHEN

Old Diorama Arts Centre is based on the Regent's Place campus in Euston, and is accessible from Drummond Street as well as the Regent's Place Plaza

201 Drummond Street, Regent's Place,  
London, NW1 3FE

### TIME

5pm – 9pm

## SHOWCASE AT SOHO THEATRE

Soho Theatre Company Ltd, 21 Dean Street,  
London W1D 3NE

### TIME

1pm - 5pm

## ENTRY REQUIREMENTS

This course is open to anyone who is interested in acting. There is no audition and you do not require previous acting experience but a willingness to learn, work hard and engage fully in the creative process. We ask that participants be respectful and excellent team players.

The course would particularly benefit people wishing to:

**Get into the world of acting with no experience or build on or refresh previous acting experience.**

## WEEK 1

# WORKING WITH THE CASTING DIRECTOR

A warm welcome from Ashabi Ajikawo (CEO, GLOBAL7) with an outline of the course and its objectives and ambitions. Participants will be able to introduce themselves and learn from each other through discussions, improvisation and working together on scripts with a Casting Director.

For this course to thrive and fully serve the needs of its participants, it is essential that it is set in a trusted, respected, encouraging and creative environment. The intention of this session is to establish trust as the foundation.



## WEEK 2

# WORKING WITH A DIRECTOR (PREVIOUS DIRECTORS HAVE INCLUDED MIKE COCKER, BBC ONE, HOLBY CITY)

What is the #1 secret to the Actor / Director Relationship? TRUST! Actors begin by trusting the director with their vision as they trust you with being able to deliver a great and meaningful performance. To find a character you are playing, actors must research the world that the characters live in and surrender to feelings and impulses. A good director understands an actor's vulnerability and creates a safe creative space for them to be in the moment and deliver a truthful performance.

You will have the wonderful opportunity to work on scenes with a professional director. These scenes are selected material that will endeavour to show the participants strengths, individuality and casting type.

Topics to be covered include learning about shot sizes, camera techniques – understand eye lines, continuity, hitting your 'mark' and different techniques used for the actor to become 'in the moment' (Stanislavski, Method). You will learn to develop a truthful emotional connection that can be seen on camera. Before performing each scene, there will be rehearsal time and a chance to ask questions about the scenes.

Each scene will be performed in front of the group and students will be given notes. The session will close with a group discussion and feedback.

In addition to this session each participant will be asked to choose a monologue as a performance piece for the talent showcase. Choosing a monologue will be given as home work very early on in the course where participants have the opportunity to research the world of the character, really get to know the context of the monologue, what motivates my character? thus serve to inform the actor about the acting choices they make in the interpretation of that particular character. Feedback will be given throughout the character development process to support and empower the participants to create and deliver a meaningful, powerful, and authentic performance piece for the VOICES OF THE GLOBAL MAJORITY TALENT SHOWCASE at Soho Theatre in week 7.



WEEK 3

# THE SPOTLIGHT

## EXPERIENCE @SPOTLIGHTUK

The participants will be given a walkthrough of the spaces with a brief description of how the spaces are utilised at Spotlight. There will be a talk about Spotlight's history and why it is so important to have a Spotlight membership, led by David Flynn, Spotlight staff, Head of Professionals, Casting Directors, Agents and Personal Managers, and there will be industry giveaways for participants, additional Spotlight branded goodies such as pens and bags etc.

At the Spotlight, there will be a great opportunity for a live dummy run of what a real casting would be like. Participants will start with an Ident to camera, then a 1-minute monologue of a casting script. Participants can also have the experience of filling out an Artist Declaration form which is what actors fill out at castings.

As an actor it is always good to be prepared when filling out Artist Declaration forms! Spotlight can then upload all the footage and send it directly to the participants email addresses after the mock auditions, along with the completed casting forms.

It is now increasingly common that actors and voiceover artists are asked to self-tape and test read. Sometimes you are not available to audition, by self-taping and test reading you do not miss out on great opportunities, this is why it's important to get it right. In much the same way that a good showreel or voicereel can get you in the door, the same is true for self-tapes and test reads.

When you are preparing for a face-to-face audition, self-taping and test reads can also help. There's no better way for you to see your own audition technique than to watch it back and hear it back, to reflect on what works and work on areas that need further development.

You will learn what kind of camera to use, where to shoot, lighting and how to frame. You will also learn how to prepare for your audition and slate to camera so you will get an opportunity to film yourselves! We will also cover format requests such as Vimeo, WeTransfer and what casting directors prefer when sending in self-tapes.

This Spotlight experience is an essential part of the casting process.

WEEK 4- 5

## MONOLOGUES / VOICE & SPEECH (ACCENTS & DIALECTS)

Accent and Dialect with GLOBAL7 will introduce you to the tools you need to successfully act in RP (Received Pronunciation), regional dialects and general American. You will learn how to use your muscular vocal quality with confidence. You will be introduced to the the main vowel and consonant sounds, accurate speech and intonation patterns of RP and standard American accents. These accents are considered to be important for any actor and voiceover artist. You will also develop powerful communication and public speaking skills.



WEEK 6

## PROFESSIONAL PANEL & MONOLOGUE DRESS REHEARSAL FOR SHOWCASE

There will also be a great opportunity to reflect on the course as a group and celebrate your achievements.

Business development / how to grow your business as an actor and voiceover artist will be discussed with professional creatives in theatre, film, television and voiceover.

WEEK 7 @SOHO THEATRE

## MONOLOGUE DRESS REHEARSAL VOICES OF THE GLOBAL MAJORITY TALENT SHOWCASE

Feedback with audience participation, celebration of achievements and networking.

# OUR TEAM



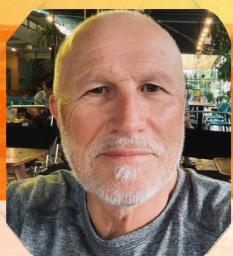
## ASHABI AJIKAWO FOUNDER AND CEO OF GLOBAL7

Ashabi is an Actor, Voiceover Artist, the Founder and CEO of GLOBAL7, and is passionate about creativity and education. GLOBAL7 is a diverse, multicultural, unique and inclusive Talent Agency, representing amazing Actors globally in film, TV, theatre, commercials, and in the corporate space. Alongside the Agency, GLOBAL7 offers ground breaking, short practical training courses in acting.

Ashabi has acted in TV dramas and theatre productions including Holby City (BBC) and Death And The King's Horseman at the National Theatre (written by Wole Soykina, Directed by Rufus Norris). Ashabi has an extensive voiceover catalogue in media & business, including radio, continuity, telecommunications and corporate video voiceovers. Ashabi has experience of working in the voiceover industry internationally, with major clients including BBC, BBC World Service, Persil, The Body Shop, MTV, VO5, Rimmel London and more.

GLOBAL7's vision and goal is to work collaboratively with media partners and industry professionals to increase representation off and on screen because representation matters, as it brings people together, amplifies our voices and creates cultural awareness.

Through the power of purposeful and intentional creative expression in arts and culture, we are connected and able to elevate to a higher level of consciousness, thus making a meaningful impact on our global society and pushing it forward.



## MIKE COCKER DIRECTOR

Mike Cocker started his directing career working for the BBC, producing and directing educational documentaries for the Open University and Further Education departments.

A chance to work with top TV journalists took him to Yorkshire TV to direct investigative documentaries with their multi-award winning First Tuesday documentary team.



## TAS EMIABATA ACTOR

Tas' theatre credits include The Tempest; Midsummer Nights Dream (Flute Theatre); Timon of Athens (Factory Theatre); I Do (Dante or Die/Almeida Festival); The Two Noble Kinsmen; The Tempest; Romeo and Juliet (2004); Anthony and Cleopatra; In Extremis; Romeo and Juliet (2007 Globe Tour); Much Ado About Nothing (Ed.Tour); Othello (Ed.Tour) all for Shakespeare's Globe Theatre. Other theatre work includes: Paul (National Theatre); Natural Breaks and Rhythms (Northampton); Oedipus (Actors of Dionysus); Woyzech (Theatre Melange); Guess Who's Coming to Dinner (Calypso Productions); Macbeth (Ludlow Festival); The Lion, The Witch And The Wardrobe (RSC). Film includes: American Odyssey (NBC); Hippie Hippy Shake, dir. BeebanKidron & Simon McBurney; Jack Brown and the Curse of the Crown; Hidden City. Television includes: Murder Investigation Team (Thames TV), Neighbours (Grundy Television) Tas trained as an actor at Rose Bruford College and completed his MA in Applied Theatre at Goldsmiths College, UCL. As a Learning Consultant for Globe Education the main thrust of my work centers on a rigorous exploration of the text, coupled with the use of experiential 'play' as a tool for revealing and understanding themes, character, language, motivation and staging. I have extensive experience working with a vast range of participants with diverse needs; students, teachers, workshop facilitators, and adults. International work has seen Tas deliver and direct Shakespeare's work in Germany, Malta, Buenos Aires, India, The West Bank, China, Paris and the United States. Tas has also devised and delivered bespoke programmes on leadership, justice and mercy, the outsider, themes around Gender, and he continues to maintain an expanding international network of Shakespeare professionals. Tas has also directed on the Theatre Makers / Engagement programme for the Unicorn Theatre and directed an Arabic adaptation of Romeo and Juliet in Jenin Refugee Camp, Palestine (OPT).

Tas works with Emergency Exit Arts and, working as the UK lead artist, has recently completed a 10-month European collaborative project working with international artists from Germany, France and Estonia. Tas also works with Talawa Theatre Company (one of the UK's leading black theatre company's) and has developed and manages Purple Room Studios ([purpleroomstudios.co.uk](http://purpleroomstudios.co.uk)) an independent production and post production studio, delivering voice and audio commissions for the BBC, British Red Cross, Crisis, and TENDER, a charity that explores and promotes healthy relationships with young people.

This high profile work led to an opportunity to direct drama. His first, Just Us, created and scripted by Kay Mellor won an RTS Best Children's Drama award. His next drama - Retrace, a ten episode thriller for ITV Children, devised and written by Tom Needham, also won an RTS Best Children's Drama award.

From that point, having discovered just how much he loved working with writers and actors, he gave up documentary making and concentrated solely on drama.

Amongst his many credits are episodes of well-known mainstream dramas such as The Bill, Drop Dead Gorgeous, The White House Farm Murders (original ITV Crime Story version), Ballykissangel, Heartbeat, Down To Earth, Holby City, and Waterloo Road.



**REX OBANO**  
ACTOR

Rex trained at the Webber Douglas Academy of Dramatic Art where he was awarded the 1995 Laurence Olivier Bursary. His theatre work has included Festen, To Kill A Mockingbird (Theatre Clwyd) Death and the Kings Horseman and The Emperor Jones (National Theatre); Hamlet, Cymbeline, The Spanish Tragedy, Henry VIII, More Words (Royal Shakespeare Company); Our Country's Good (Watermill Theatre, Newbury); African Snow (York Theatre Royal, Trafalgar Studios and tour); The Tempest (New Wolsey, Ipswich); The Wizard of Oz, Master Harold... and the Boys, To Kill a Mockingbird, The Lion, the Witch and The Wardrobe (Leicester Haymarket); The Beggars Opera, Flyin' West (Orange Tree Theatre); Hamlet, Twelfth Night (Merlin International Theatre, Budapest); Macbeth (Ludlow Festival). His television and film has included Moses Jones, Jack Brown and the Curse of the Crown, On the 8-Ball, Tales of The Underground, The Bill, Whacked! and Angell's Hell and opera has included Down by the Greenwoodside (Three Mills Island).



**BHAVNISHA PARMAR**  
ACTOR, VOICEOVER ACTOR,  
PRESENTER ON BBC  
RADIO ASIAN NETWORK

From travel, lifestyle, to corporate, online content, explainers, animation, narrative and charitable causes – there is not a type of campaign that Bhavnisha Parmar can't voice.

Bhavnisha has provided her voice for some of the world's best-known brands, with big-name clients including Apple, Twitter, Expedia, Nokia, Reebok, P&G, BBC and McKinsey, to name just a few. Bhav' also has an equally impressive portfolio of on-camera work that includes Brothers With No Game, Darren Has A Breakdown, Aami and Frank and her role as Sonya Khan in Doctor Who. As a member of Equity, we're very excited to have Bhav take her rightful place on our voiceover course.



**PATRICK MCKENZIE**  
ACTOR, VOICEOVER ACTOR

Patrick is a highly experienced actor and voiceover artist. He currently has a guest appearance in the new television teen drama Tell Me Everything currently airing on ITV's streaming platform itv X.

In addition he has just completed Short Films My Jerome directed by Adjani Salmon, Black Money directed by Alex Osman and The Truckman directed by Andrea Maria Catinella, and is currently attending the Actors Cove weekly Markus Flanagan (Former student of Sanford Meisner) Meisner masterclass, watch this space!



**LLOYD WYLDE**  
VOICE, ACCENT & DIALECT  
COACH

Lloyd trained as an Actor at LAMDA. She has toured the UK with the English Shakespeare Company teaching Shakespeare workshops in schools. This began an extensive career as a drama facilitator in schools and workshops across the country for the Education Department & Connections Festival (Royal National Theatre, Soho Theatre), Young Playwrights Competition & Young Theatre Makers (Theatre Royal Plymouth), Wellcome Science Centre Stage (University of Glamorgan), Historic Palaces: Tower of London (Education Department, Group 64, Youth Theatre Director).

Returning to her first love voice, she gained an MFA in Voice Studies at the Royal Central School of Speech & Drama. Since then she has worked at ALRA, RCSSD and Chiswick Theatre Arts. She has also worked for the Royal Shakespeare Company on their Barbican season and for the NHS Leadership Programme. She currently teaches on the Foundation Acting and MA at Arts Education as well as many courses on voice and public speaking at the City Literary Institute.

## SPECIAL GUESTS HAVE INCLUDED

**Mike Cocker, BBC Television  
Director, Holby City**

<http://m.imdb.com/name/nm0168314/>

**Same Kelly, Managing  
Partner, CMO at AKQA**

<https://www.akqa.com/news/inspiring-the-workplace-through-storytelling/>

**Ellen Thomas, Actor**

<http://m.imdb.com/name/nm0858794/>

**David Ajala, Actor**

<http://m.imdb.com/name/nm2916966/>

# FREQUENTLY ASKED QUESTIONS

## What is G7?

GLOBAL7 was created by Ashabi Ajikawo (Actress, Agent and Inspirational Speaker) and is a vibrant, diverse, multicultural and dynamic agency representing talented versatile Actors from across the globe for Theatre, Film, Television, Commercials, Voice-Overs, Radio, Stills Photography and Corporate Engagements. G7 recognise the challenges that actors face and has set about building a powerful community of actors by running Casting Director workshops and short acting courses. The aim is to inspire and empower actors by further developing the actors craft and business approach to their acting careers where the prospects of getting great acting work is achievable and sustainable.

## Why are we called GLOBAL7?

To empower and encourage the actor to see their acting career from a global perspective. G7 are committed to inclusion and prides itself with representing actors from rich cultural backgrounds. 7 is a lucky number and G7 believes in creating your own luck globally and sharing the luck with others. We promote 'Where Talent Meets Opportunity', 'Together Everyone Achieves More' (TEAM).

## What events do you hold?

G7 have organised and produced successful ground-breaking Acting short courses, amazing talent showcases and casting director workshops, all in the heart of Soho!

## Who can attend?

Young People 18+ NEET Not in Education Employment or Training, adults, Actors (and those represented by other agents) who love and are passionate about their craft and career. Actors irrespective of what stage they are at in their careers are encouraged to attend.

## How many actors will be on the course?

25 participants.

## How long does the course last?

7 weeks, 1 evening a week, 5pm - 9pm, VOICES OF THE GLOBAL MAJORITY TALENT SHOWCASE at Soho Theatre will be 1pm -5pm, each session is 4 hours, there will be breaks and light refreshments. Please note times and locations may change subject to availability. The talent showcase will be FREE for guests and is a great opportunity to perform in front of a live audience consisting of family, friends and industry professionals.

## Do I get a certificate at the end of the course?

This course is not an accredited acting course, however you will receive a certificate of achievement after successfully completing the course and a professional headshot.

## How does acting representation work?

GLOBAL7 offer representation to participants who they believe are ready to work as a professional actor by demonstrating their talents and commitment to learning and development. This is a very competitive industry and Casting Directors only want to see the best actors thus we must ensure that we represent the best talent. Our courses provide the platform for participants to showcase their talents as well as their ability to work well in a team. Previous participants have successfully been offered representation by GLOBAL7.

## Do I need to be a member of Spotlight?

G7 believe that Spotlight membership is very important for an actor. However if you do not have membership G7 encourage those interested to attend the course where you will learn why membership is important and how to join through the Spotlight Experience session in week 3.

## When an actor gets cold feet?

Make contact with G7, were here to support you.

## What are actors expected to provide?

Please provide both the link to your Spotlight page and view PIN or a CV and head shot (do not worry if you do not have any of these). Please also ensure we have your correct contact details.

## There are no more spaces on this course, what should I do?

The Acting course is highly sought after. As part of our long term future aims G7 plan to hold regular Acting short courses subject to funding and will provide updates on course availability on the G7 website: [www.global7casting.com](http://www.global7casting.com)

## What happens when I turn up at the course?

You will be welcomed by GLOBAL7. It is very important that we start on time to get the best out of the sessions.

## What happens after the course?

GLOBAL7 may offer acting representation if we feel you are ready to work at a professional level which means suggesting you for professional castings / auditions. You may also wish to continue your learning with us when courses are available. You are also encouraged to provide feedback on your experience. Please respect that once the course has ended the Casting Director has finished working. If you would like to know more after the course, please feel free to ask that question in the Q&A.

We look forward to seeing you and working with new diverse talent, this is WHERE TALENT MEETS OPPORTUNITY.

# COMMUNITY PARTNERS

## Islington Council - Youth Employability and Skills Programme (YES)

The YES programme provides a targeted package of employability and skills support for young people aged 18-25 who are either care leavers, have experience of the criminal justice system, or are identified by key voluntary and community sector partners as being NEET and at risk of long-term unemployment.

## Islington Mums

Islington Mums is a WhatsApp group with information on activities, support, advice and guidance for children and families based in Islington, however it has widen its audience reach to include all of London.

## Spotlight

Spotlight connects performers with roles in theatre, television and film productions. Casting professionals choose Spotlight to cast their projects because performers on Spotlight are recognised as the industry's best. With studios in London's famous West End and a team of people across America and Europe, Spotlight is at the heart of the performing arts industry.

<https://www.spotlight.com>

## Voice4change England

Our vision is to build a stronger and more inclusive civil society to meet the needs of Black and Minoritised and other disadvantaged communities.

<https://www.voice4change-england.org>

## BFI

Our purpose, we believe society needs stories. Film, television and the moving image bring them to life, helping us to connect and understand each other better. We share the stories of yesterday, search for the stories of today, and shape the stories of tomorrow.

<https://www.bfi.org.uk/about-bfi>

## Hatch Enterprise

We support underrepresented entrepreneurs to imagine, launch and grow sustainable and impactful businesses through tailored support, community and partnerships.

<https://hatchenterprise.org>

## Soho Theatre

Soho Theatre: London's most vibrant producer for new theatre, comedy and cabaret. Welcome to Soho Theatre. We are a charity and social enterprise, driven by a passion for the work we produce, the artists we work with and the audiences we attract.

<https://sohotheatre.com>

# TERMS AND CONDITION

GLOBAL7 reserves the right to cancel and make changes to the course at short notice. Including moving dates, times and changes to Casting Directors / tutors and locations. Whilst this should be avoided at all times, it is sometimes unavoidable. As much notice as possible will be given to those who have a place on to the course in regards to changes (dates, times, course content or Casting Directors / tutors and locations). In the unlikely event of GLOBAL7 cancelling the course before the start date due to "force majeure" or the tutor being unwell, tube and buss strikes and similar circumstances beyond our control, GLOBAL7 will reschedule the course dates.

Please ensure we have correct contact details, if you do not supply this, G7 cannot contact you for last minute changes.

GLOBAL7 is not liable for any loss or damage caused to any persons or property and does not accept liability for any accident, injury or misadventure. By attending the short acting course you consent to GLOBAL7 without further consideration or compensation to the use (full or in part) of all pictures and videotapes taken and / or recordings made of you and / or written extraction, in whole or in part, of such recordings for the purposes of publicity, illustration, broadcast, or distribution in any manner.

# BOOK YOUR PLACE

Places are limited, to ensure a place, attend one of our open days, dates and open day details to be announced shortly or if you are unable to attend in person, make contact by phone or email to find out more.

Please note that participants must be 18 years and over to take this short course, terms and conditions apply. GLOBAL7 is committed to Diversity, Inclusion and Equality Of Opportunity.

This course content may change in the unlikely event of force majeure, illness, strikes and venue availability. All reasonable steps will be taken to ensure excellent customer service delivery.

# GALLERY





# **G7** **SMARTER** **GOAL SETTING** **WORKSHEET**

**VOICES OF THE  
GLOBAL MAJORITY**

**WHERE TALENT  
MEETS OPPORTUNITY**



# GLOBAL7 GUIDE TO SMARTER GOAL SETTING

A SMARTER goal is a goal that is specific, measurable, achievable, relevant, time-based, evaluation and reflection. When setting a SMARTER goal it should be clear and easily understood.

## SPECIFIC

The goal should be purposeful and bring value, joy and happiness to your life. The goal must clearly state **what** is to be achieved, by **whom**, **where** and **when** it is to be achieved.

These questions may not apply to every goal, but it is important to ask these questions in order to assess how specific your goal is and make it as clear as possible.

## MEASURABLE

Measurability includes the end result and the milestones along the way to achieving a goal, thus ensuring you are on the right track. It answers the question of quantity – how much, how often, how many?

It has been said that what cannot be measured cannot be managed.

Sometimes measuring a goal can be challenging, however there is usually an indirect measure that can be applied.

## ACHIEVABLE

You should ensure that the goals you set are achievable.

You must believe that you can manage to do what you are setting out to do.

Agreement and participation in the SMARTER goal setting process is to ensure that most people are happy with how realistic the goals are.

Be mindful however, that you do not limit yourself based on what other people believe to be achievable or not. Be inspired and set your own standards by understanding your unique talents, gifts, abilities, strengths and areas for development.

## RELEVANT

Your goals must be relevant to what you want to achieve in the short term and the long term. Understanding your vision, mission and purpose is important.

Sometimes you can be tempted to do something simply because it is easy and sounds great, only to discover later on that it has no long term importance and does not bring value, joy and happiness to your life.

Do those things that are most important and in line with your long term vision and mission.

## TIME-BASED

This sometimes overlaps with the goal being Specific, but it aims to ensure that you put a time-frame to your goals.

It can prevent you from procrastinating because you know that you are working to a date and time.

## EVALUATE

Your goals are not set in stone and will change from time to time. Constant evaluation of your goals is essential to reaching your goals. Change factors must be taken into consideration during your evaluation. Factors such as a change in your job responsibilities, or a change in available resources may affect your stated goals but this does not mean you can not reach your goals. Through the process of evaluation sometimes we need to change our approach to reach the desired goal.

## REFLECTION

Reflection is a type of thinking aimed at achieving better understanding and leading to new learning. The reflective process involves:

Making sense of experience (through analysis) standing back, some repetition, truth and a balanced view. In order to be critically reflective one needs clarity (events reflected in a mirror) understanding (gaining valuable insights that can not be taught) thus arriving at a conclusion to progress

and move in the right direction to achieving those SMARTER goals.

**“Failing to plan is planning to fail”**

Not setting SMARTER goals can cause confusion and frustration, it is likely that your future plans are not clear enough and need to be worked on. Be mindful not to rush or skip the process of SMARTER goal setting and “get on with it” without fully analysing your goals.

Doing this careful planning at the beginning will save you time, money, energy and disappointment at a later stage. Being clear about your goal is taking action to live in your purpose, creating a life filled with joy and happiness.

**GUIDANCE**

The worksheet that follows is designed to encourage you to critically reflect on your goals. Include as much detail as possible under each heading in the columns. Be inspired, be focused about your goals and enjoy the process!

When you are done with the table you will be able to write SMARTER goals!



## GOALS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

[illegible]

**PHRASING YOUR SMARTER GOALS**

The spaces below is to encourage you to develop a statement defining your specific goal, incorporating the table worksheet that you worked on above to make a simple, clear and effective powerful statement that reflects your goal.

This will include the actions you plan to take, timeline, the skills and resources you require to meet this goal.

**GOAL 1:** \_\_\_\_\_

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**GOAL 2:** \_\_\_\_\_

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**GOAL 3:** \_\_\_\_\_

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**GOAL 4:** \_\_\_\_\_

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**GOAL 5:**

**GOAL 6:**

**GOAL 7:**



# CONTACTS

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