

# S.M.A.R.T.E.R.

## Goal Setting

Goal setting is an important skill that can help you achieve your best life. The goal setting process helps you understand where you currently are and where you want to go. It helps improve your motivation and commitment, helps you stay focused on what you want to accomplish, helps build your self-confidence, and helps you track your performance and improvement. Ultimately, creating and acting on S.M.A.R.T.E.R. goals helps you to turn your dreams into reality by providing you with long-term direction and short-term motivation.

### Specific

- Goals should be straightforward and clearly define what you are going to do.
- What exactly is it that you want?

### Measurable

- Establish concrete criteria for measuring progress toward each goal you set.
- How will you know when you have achieved your goal?

### Attainable

- Goals should be something you are both *willing* and *able* to do.
- Set goals that challenge you; push you slightly beyond your comfort level; require effort

### Relevant

- Goals should be relevant to your situation, you as a unique individual, and the direction you want to go.

### Time-Limited

- Goals should have a deadline.
- When do you want it by?

### Exciting

- Make your goals positive, energizing and exciting so you will be motivated to achieve them.
- Are you passionate about achieving your goals?

### Recorded

- Write your goals down!
- Review them often so you remember what you are working so hard for

### Additional goal setting tips:

- **Set priorities.** When you have several goals, prioritize them. This helps you avoid feeling overwhelmed by having too many goals, and helps to direct your attention to the most important ones first.
- **Set positive goals.** State what you *will* do rather than what you *won't* do. This will help you focus on what you want to achieve instead of what you want to avoid.
- **Emphasize process goals.** Focus on setting goals that you have control over and are directed toward achieving individual skills or behaviors, instead of just emphasizing the outcome. Process goals emphasize the process by which a given outcome is achieved.
- **Consider potential barriers to your goals** and ways to overcome them.
- Periodically **review your goals**; modify them if needed to reflect any changes in priorities and experiences.
- When you've achieved a goal, **take the time to enjoy** the satisfaction of having done so!



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### Outcome Goal(s).

This is your desired end result!

1. By (date), I will \_\_\_\_\_
2. By (date), I will \_\_\_\_\_

### Process Goals.

These are the action steps you will take to accomplish your outcome goal(s). Fill in these lines by reviewing your outcome goal(s) and ask yourself, "How am I going to do that? What do I need to do to make this happen?". Repeatedly ask yourself these questions until you find something you can do today to move one step closer to the outcome you want.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



List two places where you will post your goals so you will see them every day:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List at least two people who you will tell your goals to – who will support you and hold you accountable to your goals:

1. \_\_\_\_\_
2. \_\_\_\_\_

What are you going to do today to get the tomorrow you are committed to?



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### Goal Setting Checklist

Analyze each goal you set by checking each box that applies to that goal

	<u>Goal #1</u>	<u>Goal #2</u>
Specific	<input type="checkbox"/>	<input type="checkbox"/>
Measurable	<input type="checkbox"/>	<input type="checkbox"/>
Attainable	<input type="checkbox"/>	<input type="checkbox"/>
Relevant	<input type="checkbox"/>	<input type="checkbox"/>
Time-limited	<input type="checkbox"/>	<input type="checkbox"/>
Exciting	<input type="checkbox"/>	<input type="checkbox"/>
Recorded	<input type="checkbox"/>	<input type="checkbox"/>
Positive	<input type="checkbox"/>	<input type="checkbox"/>
Process-Focused	<input type="checkbox"/>	<input type="checkbox"/>
Posted where you can see it	<input type="checkbox"/>	<input type="checkbox"/>
Told to others	<input type="checkbox"/>	<input type="checkbox"/>
Have you taken action towards this goal today?	<input type="checkbox"/>	<input type="checkbox"/>