

SMART GOALS

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NAME: _____

DATE: _____

SMART stands for: Specific, Measurable, Achievable, Realistic, Timed. The SMART goal setting method is not a rigid 5 stage process. Think of it more as a checklist that helps you progress forward in moving toward a goal.

1. What is my first goal? Be SPECIFIC and just do one at a time!
2. MEASURE. How will I know when I've achieved it? (i.e. what I will see, hear, or feel)
3. TIMELY. When will I complete this goal?
4. Restate steps 1 to 3 as a SPECIFIC GOAL which includes my measures and the time:

5. To finish, run this through the SMART goal checklist:

Is it SPECIFIC?

Is it MEASURABLE - you will know when you've accomplished it?

Is what you want ACHIEVABLE- is it within your control to achieve it?

Is it REALISTIC for you to achieve it at this time ?

Is it TIMED?

You must answer 'yes' to all these questions. Change as necessary in order to do so.

You have just created your SMART goal!

About SMART Goals

You will likely need to create several smaller goals to meet your primary goal. Each of these should be SMART goals whenever possible. There is often a ripple effect when goals are achieved, with improvements in one area of life leading to more in other areas. For the example we'll pretend this person has had chronic back pain for 5 years and wants to reduce the pain and get off pain medication to prevent liver damage.

1. Make your goal SPECIFIC.

Write it out in one sentence. Ask yourself: Is your goal(s) specific enough? Is it something that could be easily identified when you've reached it? If not, how could you make it more specific? An easy way to create your goal sentence is to write down the who, what, where & when. Example: instead of "I want to feel better." perhaps "I'd like to have less pain."

2. Define your MEASURES.

Defining your measures is the most important part to successfully create SMART goals. What can't be measured, can't be managed. Ask yourself: Is your goal measurable? Would you be able to tell you've reached it? Is there clear criteria? If not, how could you make it more measurable? Example: instead of just "I'd like to feel less pain" perhaps "I want to reduce my pain from a 5 to a 3 when going for a walk."

3. Is the goal is ACHIEVABLE.

Be clear your goal is about you and not others. Ask yourself if you are capable of implementing your goal and are you able to take responsibility to make your goal happen. Ask yourself: Is your goal(s) achievable? Is it something that you've considered and understand that it is possible to accomplished? If not, how could you adjust your goal and/or time frame expectations to make it achievable? Example: "I'd like to manage my pain without medication within one year."

4. Ensure your goal is REALISTIC.

Make sure your goal is motivating, but don't stretch yourself so much that your goal is unrealistic. For example, earning \$100,000 as an advertising executive by the end of the year is not going to happen if the only work experience you have, is as a waitress. Ask yourself: Is your goal(s) realistic? If it's big and challenging, that's great, but is it something you are a) physically and mentally capable of doing, b) prepared for, and c) able to commit to? If not, is there another way to reach your goal, another similar goal, or something you can do to put this one within reach? Example: If you have a broken arm, expecting to get off pain medication is not very realistic.

5. Set your TIMING.

Give your goal a deadline. This is essential to give your goal a sense of focus and urgency. To conclude your deadline, you must ask yourself when you would like to have achieved your goal. When you have decided this, incorporate it into your goal sentence. Ask yourself: Does your goal(s) have a time frame? Have you set a date or duration? Do you have a sense of urgency for the next step? If not, is there anything else you need to do in order to be able to put your goal on a timeline and begin taking action? Example: "I'd like to reduce my pain medication in half over the next 2 weeks while I learn CBT as a coping skill."