

Worksheet

SMART GOAL

DATE: _____

NAME: _____

1. What is my health goal? Make sure it is realistic and be SPECIFIC (do ONLY one at a time!)

2. How will I MEASURE this goal so I know when I've achieved it (i.e. what I will see, hear or feel when I have achieved the above.) Defining your measures is very important.

3. TIMELY. When will I complete this goal?

4. Here's what I want to achieve restated as a SPECIFIC GOAL includes measurement and 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. (More information on the following page.)

You have just created your SMART goal!

About SMART Goals

It is useful to have several goals, with one primary goal that will have the biggest change. It is also helpful to have some smaller goals within the primary goal, that can be shifted as the weeks progress. Each of these goals should be SMART goals. There is often a ripple effect when goals are achieved, with improvements in one area of life leading to more in other areas. Using the SMART goal setting method is an effective tool for this process. 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. 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 be healthier" perhaps "I'd like to have less pain."

2. Define your MEASURES.

It is sometimes better to create your specific goal sentence after defining your measures. Remember, what can't be measured, can't be managed. Ask yourself: Is your goal(s) 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: "I'd like to not need any pain medication." Any pain medication is measurable. If you take some or not you can see those results. The 'need' part is a bit ambiguous and it is best to have something measurable here as well, but that's not always possible.

3. Make sure your goal is ACHIEVABLE.

Be clear on the fact that 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, in fact, possible and able to be accomplished? If not, how could you adjust your goal and/or time frame expectations to make it achievable? In our example this can be achieved, the client can stop taking the pain medication. (But this may not be the case for medications, always ask your doctor before changing your medications.)

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 \$70,000 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 bar tender. 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. Define 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? "I'd like to not need any pain medication in the next 2 weeks." 2 weeks is the time line.