



GOAL SETTING WORKSHEET

A strategic guide created to outline specific personal and

	goals, actions, and create a struct them.		
Name		Date	
	S.M.A.R.T. GOALS		

Setting goals is essential to personal and professional growth. SMART goals provide a structured framework to ensure your goals are Specific, Measurable, Achievable, Relevant, and Timebound. This approach transforms vague aspirations into actionable steps, making success more attainable.

- **Specific:** Clearly define what you want to achieve. Avoid generalizations and be precise about what success looks like.
- Measurable: Establish concrete criteria for measuring progress toward the accomplishment of your goal. How will you know when it has been achieved?
- **Achievable:** Ensure that the goal is within your reach. It should be challenging but possible with the resources and time available.
- Relevant: The goal should align with your broader objectives and values. It should matter to you and have a positive impact.
- **Time-bound:** Set a deadline. A timeline creates urgency and prompts action.

Step-by-Step Instructions to Define and Refine Goals

- Identify Your Desire: Begin by pinpointing exactly what you wish to accomplish. Consider areas of your personal or professional life where improvement or change is desired.
- Make it Measurable: Define how you will measure success. If your goal is career advancement, a measurable indicator could be acquiring a new certification or gaining a promotion.
- Assess Feasibility: Review your current resources and constraints. Adjust your goal to make it achievable, ensuring you have or can obtain the necessary resources.
- Align with Larger Objectives: Ensure your goal supports your long-term objectives. If your overall aim is to improve your health, a relevant goal could be to run a 5k within three months.
- **Set a Deadline:** Choose a realistic end date to keep yourself accountable. Mark it on your calendar and set reminders to keep on track.

SMART GOALS MAPPING

SMART CRITERIA: ENSURE GOALS ARE SPECIFIC, MEASURABLE, ACHIEVABLE, RELEVANT, AND TIME-BOUND.

S	Specific: Clear and concise.
<u> </u>	
	Measurable: Quantifiable to track progress.
A	Achievable: Attainable to remain motivating.
D	Relevant: Aligned with your larger wellness vision.
K	
T	Time-bound: Encased within a timeframe.

Sketch your goals with kindness, remembering that they are fluid and can adapt to your journey's needs.

BE A 'GOAL' DIGGER

Short-Term Goals: Set specific, achievable goals for the near term.

OBSTACLES TO OVERCOME BIG STEPS LITTLE STEPS NOTES	GOAL	WHY	MOTIVATION
OVERCOME	START DATE	DEADLINE	REWARD
BIG STEPS NOTES			RESOURCES
	BIG STEPS	LITTLE STEPS	NOTES

BE A 'GOAL' DIGGER

Long-Term Goals: Define broader objectives for growth.

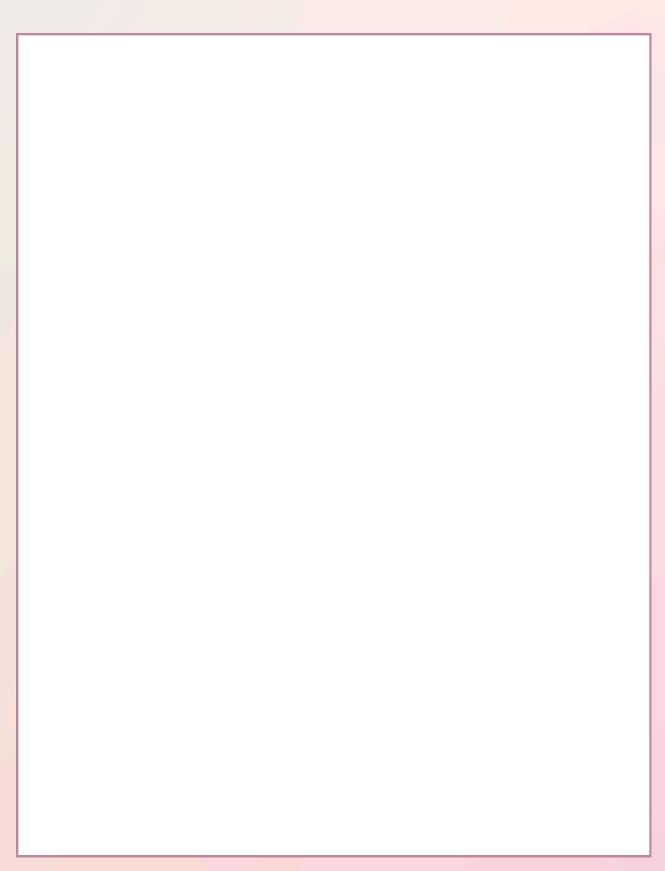
GOAL	WHY	MOTIVATION
START DATE	DEADLINE	REWARD
OBSTACLES TO OVERCOME		RESOURCES
BIG STEPS	LITTLE STEPS	NOTES
	5	Tracy Lutaney

TIPS FOR MAINTAINING MOTIVATION AND MONITORING PROGRESS

- Break it Down: Divide your goal into smaller, manageable tasks. Completing these can provide a sense of progress and accomplishment.
- Keep a Goal Journal: They say if it 'isn't written down, it won't happen.' Regularly update a journal with your progress. This can help you reflect on what's working and what's not.
- Celebrate Milestones: Reward yourself for achieving milestones. This could be as simple as a night out, a small purchase, or a day off.
- **Stay Flexible:** Be prepared to adjust your goals as circumstances change. Flexibility can prevent frustration and keep you on track.

NOTES:			

NOTES SECTION



REFLECTION

Achievements: Regularly document achievements and situations where you successfully applied your S.M.A.R.T. goal strategies.		
Learning Points: Note any se expectations weren't met as development.		

Stay in



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