

# SET S.M.A.R.T. GOALS

When you set effective goals, you'll achieve more. Goals provide focus, enhance productivity, boost self-esteem, and increase commitment. When setting a goal, clearly outline the steps needed to achieve it while minimizing overwhelm. Make your goals S.M.A.R.T. – Specific, Measurable, Attainable, Realistic, and Timely. With practice, you'll find that you're able to achieve more than you thought you could.



## CONSIDER THE FOLLOWING AS YOU SET YOUR GOALS:

				
<p><b>IS THIS GOAL SPECIFIC?</b></p> <p>Be as detailed as possible. The more specific you are, the more likely you are to reach the goal.</p> <p><b>INCLUDE THE FOLLOWING:</b></p> <ul style="list-style-type: none"><li>• Who's involved, if anyone?</li><li>• What do you want to accomplish?</li><li>• When?</li><li>• Where?</li><li>• Why?</li><li>• What requirements and constraints exist, if any?</li></ul> <p>For example, "I want to exercise more" is not specific enough and might feel unmanageable. However, "I want to go to the gym at least three times a week starting December 1st" is more specific and defined, which will allow you to take actionable steps toward reaching the goal.</p>	<p><b>IS THIS GOAL MEASURABLE?</b></p> <p>Establish criteria to measure progress. How will you know when the goal is achieved? Create a checklist of steps and check off each item as it's completed.</p>	<p><b>IS THIS GOAL ATTAINABLE?</b></p> <p>When you clearly identify your goal, you can embody the attitudes, abilities, and skills to reach it successfully. We often get caught up in what we think we should be doing instead of going after our core desires.</p> <p>Make sure your goals align with your future vision and authentic self.</p>	<p><b>IS THIS GOAL REALISTIC?</b></p> <p>You must be willing and able to work toward your goal. How committed are you? Have you done something similar in the past? What do you need to do to achieve the goal? Be honest with yourself about your available time and energy and plan accordingly. Make sure your goal is challenging enough to inspire and motivate you.</p>	<p><b>IS THIS GOAL TIMELY?</b></p> <p>Anchor your goal with a deadline and create a calendar leading up to it with all the steps you need to take to reach your goal mapped out.</p>

## WRITE IT DOWN!

The act of writing goals down makes them concrete and attainable. When writing down goals, use positive language for a positive outcome – work for what you want, not what you want to leave behind.

### GOALS

1. What makes your goal specific?

2. How can your goal be measured?

3. How is your goal attainable?

4. What makes your goal realistic?

5. What is the timeline for your goal?