

S.M.A.R.T. Goal-Setting Guide

Step 1. Define Your S.M.A.R.T. Goal.

IS IT SPECIFIC? Your goal needs to focus on what you want to happen. Be sure you clearly define what you are going to do and that your goal can be achieved within a reasonable time period.

IS IT MEASURABLE? You need to be able to track your progress. Define specific criteria that you can use to measure your progress toward attaining your goal. For example, you could set certain targets that you would hope to accomplish at points along the way as you move toward your goal.

IS IT ATTAINABLE? It's important to set a goal that is realistic. A good goal needs to stretch your abilities to some extent, but it should not be extreme. To determine whether your goal is attainable, ask yourself this question: "What steps do I need to take to accomplish this goal?"

IS IT RELEVANT? You want to choose a goal that is relevant to the problem you have identified, that will help you move forward. For example, if your problem is decreased physical activity or the need for more social interaction, your goal should help address these problems.

IS IT TIME-BASED? It is important to set your goals within a specific time frame. Committing to a deadline by setting a definite endpoint for your ultimate goal (say, 6 months) will provide a clear target that you can work toward.

OBSTACLES: Do you foresee any obstacles that might prevent you from achieving your goal?

ADJUSTMENTS: What adjustments could you make in order to compensate for or overcome these anticipated obstacles to achieving your goals? How would you go about putting them into practice?

S.M.A.R.T. Goal-Setting Guide

Step 2. Write it Down.

What is your S.M.A.R.T. goal?

How does your goal fulfill the criteria for S.M.A.R.T. goal-setting?

Specific: _____

Measurable: _____

Attainable: _____

Relevant: _____

Time-based: _____

When realistically would you like to accomplish your goal? (Month/Year) _____

What smaller goals can you make to work toward your goal?

What obstacles or challenges might you face when trying to achieve your goal?

What adjustments could you make based on those obstacles to keep you on track?

S.M.A.R.T. Goal-Setting Guide

Step 3. Track Your Progress.

How are you doing at gradually achieving your goal? Record your weekly progress in the table below.

Timeline (week)	Measurable Progress
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

When did you achieve your goal? (Month/Year) _____

What was the ultimate outcome?

