

Goal Setting

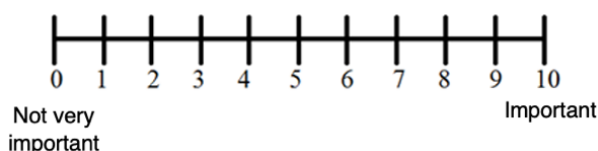
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In this section you will learn:

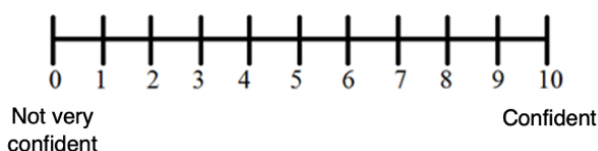
- What S.M.A.R.T. goals are
- How to set goals using these criteria
- How to create an action plan to help you achieve your goals

Selecting a Goal

- The first step in setting a goal is to ask yourself what you would like to achieve. There may be many things you would like to work on; it is easiest to select one goal to work on at a time.
- How important is this goal to you? On a scale of zero to 10, the importance of your goal should be seven or greater. If your rating is less than seven, research indicates that it is best to reconsider the goal you have set



- How confident are you that you will achieve this goal? On a scale of zero to 10, your confidence of achieving this goal should be seven or greater. If your rating is less than seven, research indicates that it is best to consider setting a more achievable goal



Developing an Action Plan

An action plan acts as a framework for achieving your goal. When creating an action plan, consider the following questions:

- What can I do this week and when am I going to do it?
- Where am I going to do it?
- How much and how often am I going to do it?



You can always re-evaluate and adjust your action plan as necessary, to aid you in achieving your goal.

S.M.A.R.T. Goals

The acronym S.M.A.R.T. is a set of criteria that can be used to guide your goal setting and increase the likelihood of achieving your goals. Fill out the chart below with a goal that you would like to work towards.

Goal:	
S Specific	Be specific about what you want to accomplish. What do you want to achieve? Who will be involved? Where will you achieve it?
M Measurable	How will you track your progress and determine when you have reached your goal?
A Achievable	Will you be able to safely and realistically achieve your goal?
R Relevant	Make sure that the goal matters to you! Why are you setting this goal?
T Timely	When do you want to achieve this goal by?

Tips to Stay on Track

- Write down your goal
- Tell others about the goal you have set, or include them in the process
- Schedule regular check-ins to review your progress
 - If your week did not go as planned, ask yourself “what went well?” and “what went wrong?”
- Plan activity during times when you find you have more energy
- Celebrate your accomplishments

Notes: