



## S.M.A.R.T. GOALS: CREATING A PLAN FOR YOUR SUCCESS AND FOLLOW THROUGH

**How to create a strong plan for sustainable behavior, mindset & pattern change.**

**Specific:** Who, What, Why, When, Where? A goal should be clear and concise. It is difficult to know when an action toward a goal has been started and when it has been completed if it is not specific.

**Measurable:** A goal should be measurable so you can track your progress. Have clear criteria for progress and completion when taking action on a goal. Keeping track of your progress can be inspiring. How will you track your progress for three months?

**Realistic:** A goal should be within reach. Break the actions down into smaller steps to keep the big picture from feeling too overwhelming. Plan for the necessary skills, time and resources (tools, equipment, monitoring). Once you have been successful reaching your goal what is your reward? It's also good to celebrate along the way towards your goal.

**Action Oriented:** A goal should include an action (attainable or achievable). And, you should be in direct control of that action. Begin with the end in mind; plan the action steps to get to the goal or the outcome. The action should be a stretch or challenge oriented action to get you out of your comfort zone or habitual behavior. Accountability: how or who will hold you accountable?

**Timed:** A goal should be tied to a timetable for completing specific, measurable and realistic action. It should have a starting date and a completion date. Timing is also how long you will do it each session or how many times per day or week.



### **Accommodate for the challenges and barriers:**

- When will you start? Set a start day and a back up start day to ensure success in starting.
- What days of the week will you do it? Do you need alternate days in your plan?
- What time of day? Explore a typical day to find the best time; also create an alternate time or day.
- What barriers or challenges might get in the way?
- Contingency plan: create a back up plan or bump plan
- Sequencing events might be needed if there are multiple steps to break it down.

### **Rate your plan:**

#### **How do you feel about your plan? What else does it need to be stronger?**

- Readiness scale 1-10: This may be important to you but are you ready to take it on?
- Importance scale 1-10: Why is this important? How does it relate to your values and vision?
- Confidence scale 1-10: not confident that you will be successful for 3 months? Explore values and vision deeper to connect to motivation. Plan for the barriers that might get in the way. 60-80% confidence is good, less than that you need to define your goal differently or break it down more.

### **Exercise: Set a “Big Vision Goal” that you want to achieve within 3-6 months.**

Then create one action-oriented goal to work toward that bigger goal and include all of the elements of SMART, so you are creating a realistic plan that will lead to success. Remember that your BIG vision and values are the fuel for motivation and change.

# SMART GOAL WORKSHEET:

- How is it specific?
- How is it Measureable?
- How is this action-oriented?
- How is this realistic?
- How is this timed?
- How will you track it or be accountable?
- What is your contingency plan?
- Reward your success