

Are Your Goals SMART?

Do you have what it takes to be a champion goal-setter? It's easier than you might think. Walk through the SMART goal system and take the guesswork out of painful decisions, vague hopes and passive wishes. Go from inaction to action and watch your life swing from average to amazing.

	Questions
S pecific	<ul style="list-style-type: none"> • What exactly do you want to accomplish? • What are the benefits? • What specific steps will you need to take to reach your goal?
M easurable	<ul style="list-style-type: none"> • How will you know when you have reached your goal? • How can you track your progress?
A ction-oriented	<ul style="list-style-type: none"> • How can you ensure your goal involves your active participation? • What action steps are involved?
R ealistic	<ul style="list-style-type: none"> • Is this goal truly attainable? • Are you setting yourself up for success or failure?
T ime-framed	<ul style="list-style-type: none"> • When will you accomplish this goal? • How much do you expect to accomplish today, this week, this month?

- STEP 1:** Pick an area of your life where you want to see improvement or change.
- STEP 2:** Ask, “What change/improvement do I want to see?” or “How will things look when I am 100% successful in this area?”
- STEP 3:** Ask, “What are the benefits?” or “What is my incentive?”
- STEP 4:** Ask the W questions:
- WHAT needs to be done?
 - WHERE will this take place?
 - WHO else needs to know or be involved?
 - WHEN will I do this? When should it be done?
 - WHY is this important?
- STEP 5:** Ask, “Am I being ambitious, yet realistic?”
- STEP 6:** Form your goal into a clear statement.
- STEP 7:** Break out the action steps with delivery dates.
- STEP 8:** Get to work!

EXAMPLES

1. **Poor:** I want to get in shape.
Getting warmer: I will work out 5 days a week and improve my diet.
Red hot: I will join the gym near my house, take cardio classes for 1 hour, 3 times/week, strength train for 1 hour twice/week, consult a nutritionist about my diet, and lose 10 pounds by New Year’s so that I have more energy, sleep better, and look great.
Action steps: consult my doctor, join gym and set up automatic billing, check out group exercise class schedule, hire a personal trainer for 3 sessions to get me started, find a nutritionist, subscribe to *Cooking Light* magazine, tell my family about my goals.
2. **Poor:** I want to save more money.
Getting warmer: I will invest a percentage of my salary in my 401K plan at work.
Red hot: I will set-up an automatic, pre-tax payroll deduction of \$1,000/month to go directly into my 401K plan by my next pay day and will put \$50/week into my savings account by limiting meals out to once/week, making my own coffee at home, and giving up digital cable, so that I can take my family on a 10-day vacation to Maui in June, and retire when I’m 55.
Action steps: contact Human Resources about payroll deduction, fill out necessary forms, purchase favorite whole bean coffee, purchase a thermos, call cable company, tell my family about my goals, arrange to take lunch to work.

SMART Goals Worksheet

Life area (work, relationships, health, home environment, etc.)

What change or improvement do I want to see?

What are the benefits?

WHAT needs to be done?

WHERE will this take place?

WHO else needs to know or be involved?

WHEN will I do this?

WHY is it important?

Am I being ambitious, yet realistic?

My SMART Goal statement:

Action steps:

Final delivery date: