

SMART Goal Setting Worksheet

Step 1: Setting goals that are guided by our values is more meaningful. Therefore, Step 1, before any goal setting, is to clarify what value(s) is (are) underlying your goals.

My value(s) underlying these goals are:

When it comes to setting goals, make sure you set a SMART goal. There are different versions of this acronym. In this version, SMART stands for:

- **Specific:** specify the actions you will take, when and where you will do so, and who or what is involved. Example of a vague or non-specific goal: "I will spend more time with my kids." A specific goal: "I will take the kids to the park on Saturday to play baseball." A non-specific goal: "I will be more loving towards my wife." A specific goal: "I will ring my wife at lunchtime and tell her I love her."
- **Meaningful:** The goal should be personally meaningful to you. If it is genuinely guided by your values, as opposed to following a rigid rule, or trying to please others, or trying to avoid some pain, then it will be meaningful. If it lacks a sense of meaning or purpose, check in and see if it is really guided by your values.
- **Adaptive:** Does the goal help you to take your life forwards in a direction that, as far as you can predict, is likely to improve the quality of that life?
- **Realistic:** The goal should be realistically achievable. Take into account your health, competing demands on your time, financial status, and whether you have the skills to achieve it.
- **Time-bound:** to increase the specificity of your goal, set a day, date and time for it. If this is not possible, set as accurate a time limit as you can.

Also, make sure it's a live person's goal, not a dead person's goal. (Hint: a dead person's goal is a goal that a dead person could meet more easily than you can, such as "I'll never eat 'junk food' again.")

Step 2: Write down a graduated series of goals, starting from tiny simple goals that can be achieved right away, to long term goals that may not be achieved for months or years.

Some of My Goals Are:

- An Immediate Goal (something small, simple, easy, I can do in the next 24 hours)

- Short Term Goals (things I can do over the next few days and weeks)

- Medium Term Goal(s) (things I can do over the next few weeks and months)

- Long Term Goal(s) (things I can do over the next few months and years)