

My Goal is to:

My target date to meet my goal is:

To achieve my goal, I will do these two or three things:

This goal is important to me because:

Several things that will help me reach my goal are:

S.M.A.R.T. GOALS

- **S = Specific**
- **M = Measurable**
- **A = Achievable**
- **R = Relevant**
- **T = Timed**

Specific: What do you really want to accomplish? What *exactly* will you do? Simply saying, "I want to exercise more" is too general to really motivate you to exercise more. Whenever possible, try answering the "W's": who, what, when, where and why. An example: "I will walk three times per week for one hour before work during January."

Measurable: Goals should be set so that you can actually measure your progress and see whether or not you have accomplished them. Include the measures you will use to judge your progress toward achieving the goal. For example, use a fitness tracker to measure your steps each day, or describe a certain amount of time that you will walk/run each day, or list how many servings of vegetables you will eat each day.

Attainable/achievable: Is the goal reasonable enough to be accomplished? Do you have enough control of this to make it happen? Don't set the goal too low or too high. Construct a goal that challenges you, but is achievable.

Relevant: Is the goal worthwhile and will it meet your needs? Why is this goal important to you? Is each goal consistent with the other goals you have established and does it fit with your immediate and long-range plans? The goal should relate to attaining something that is necessary, is of value, and that supports your end vision.

Time-based: The goal should have a specific end point so that you can evaluate the goal, set a new one that is more or less ambitious depending on your success with the previous goal. Without a timeline, there is a tendency to procrastinate or get bored. The goal will establish a sense of urgency and encourage better time management. For example, "I will complete this step by January 15, 2018."

Write your goals down and display them somewhere you will see them every day. It will be much easier to stay motivated and focused when you have a constant reminder of the things you want to accomplish.

(Information compiled from various sources.)