



## Goal Setting Guide Sheet

The following are components of an effective goal – one that describes performance standards that will “tell us what good behavior looks like.” The SMART acronym can help us remember these components.

- **Specific** The goal should identify a specific action or event that will take place.
- **Measurable** The goal and its benefits should be quantifiable.
- **Achievable** The goal should be attainable given available resources.
- **Realistic** The goal should require you to stretch some, but allow the likelihood of success.
- **Timely** The goal should state the time period in which it will be accomplished.

### Rules for writing goal statements:

1. Use clear, specific language.
2. Start your goal statement with TO + a VERB
3. Write your goal statement using SMART Goal Criteria
4. Avoid using negative language. Think positive!

An example of a goal statement:

To run the mini marathon in May and complete the 10 mile race in under 1 hour to beat my personal best time.

### Activity

Use this worksheet to identify the specific SMART criteria you will use to write your goal statement.

What is your basic goal? \_\_\_\_\_

Is it **specific**? (Who? What? Where? When? Why?)

S \_\_\_\_\_

Is it **measurable**? How will I measure progress? (How many? How much?)

M \_\_\_\_\_

Is it **attainable**? (Can this really happen? Attainable with enough effort? What steps are involved?)

A \_\_\_\_\_

Is it **realistic**? (What knowledge's, skills, and abilities are necessary to reach this goal?)

R \_\_\_\_\_

Is it **timebound**? (Can I set fixed deadlines? What are the deadlines?)

T \_\_\_\_\_

### My Goal Statement

Use the SMART worksheet you just completed and the rules above for writing a goal statement. This should be a workrelated goal that you would like to achieve in 12 months or less. Repeat this exercise as needed to write other goal statements.

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