

GOAL SETTING

While there are many models for writing a goal, we've found our clients have the most success with the SMART Goal Model.

SMART Goal

Specific: Choose a specific accomplishment, number, or amount.

Measurable: Make sure you can track your goal. Tracking is how you measure success.

Attainable: Work towards a realistic goal. It should be a stretch but still possible.

Realistic/Relevant: Be honest. This should be something that is of the highest priority to you and within reach.

Timebound: Set clear start and end dates. Create urgency

Obstacles

The most common obstacle to goal achievement is not anticipating roadblocks. Consider these potential obstacles.

- Waiting until you feel "ready" ~Taking action will often prompt the emotions you need to follow.
- Fear of Failure~View any setback as a learning opportunity and make adjustments to continue moving forward.
- Time Management~Break your goal into action steps and set a realistic timeframe.
- Unwillingness to work hard~achieving your goal will require effort, and for a period of time, significant effort. Recognize this and commit to the work.

Distractions

Distractions can be obstacles, but often they are small things that are easy to fix once you identify them. Here are just a few examples:

- Media~scrolling through social media, binge-watching TV, etc.
- Family, work, friends~all good things but you may need to block off some dedicated uninterrupted time or re-organize your schedule to achieve your goal.
- Procrastination~this is often a symptom of something else. Go back and look at your goal. Is the action plan realistic and attainable in your timeframe?

Action Plan

The Action Plan breaks your goal down into manageable steps and will help you navigate through obstacles that could slow you down.

- Create a list of tasks or activities that are needed to accomplish your goal.
- Prioritize your tasks in the order they need to be completed.
- Identify resources you will need for each task.
- Assign a realistic timeline to complete each task, keeping in mind when you want the goal to be completed.

Accountability

Accountability will keep the Action Plan moving forward.

- Accountability partner ~ Identify someone who will encourage you as you work accomplish your goal
- In the established timeline, do you need to have a mid-task check-in to reflect on .your progress?
- Determine a plan if the Action Plan Step is not going as planned. Are more resources needed? Is extra time needed? Does the plan need to be altered?

Reflection

Take time to reflect after each task in the Action Plan.

- What progress have you made toward your goal? Celebrate every step forward, no matter how big or small.
- What have you learned about yourself that you can use moving forward?
- What is the next step in your action plan?



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My Goal:

Obstacles

Distractions

Action Plan

Accountability

Reflection

