GOAL SMARTS

# LISTING YOUR GOALS NAME:

**1) If the goal can be completed in 6 month or less, it is a short term goal: if it is for 7 month or longer, it is a long term goal.**

**2) Once you have listed your goals it is time to prioritize them, #1 being the most important, #2 second most important etc.**

**SHORT TERM # LONG TERM #**



GOAL SMARTS

YOUR GOALS IN CATEGORIES now try to sort them into these categories – they can be in more than one.

**(1)SOCIAL:**

**3)CULTURAL:**

**5)PHYSICAL:**

**7)FAMILY:**

**2)FINANCIAL:**

**4)EDUCATIONAL:**

**6)SPIRITUAL:**

**8)HOBBIES:**

**REMEMBER: YOU MISS 100°/o OF ALL SHOTS YOU DON'T TAKE!**

GOAL SMARTS

# Setting goals has many benefits:

* Teaches you where you are now, shows you where you want to go, and helps you figure out how to get there.
* Improves your self-image and self-awareness by making you aware of your strengths, and helps you make plans for improving your weaknesses.
* Forces you to set priorities.
* Written goals help you visualize what the achievement of your goal will mean to you.
* Makes you responsible for your own life and your own behavior.

# S.M.A.R.T. GOALS

**Specific** I want to gain 10 pounds

**Measurable** By July 10

**Actionable** 10 pounds is not much therefore I can do it

**Responsible** I need to eat nutritious, weight gaining foods and exercise

**Timeline** I must set dates to weigh myself

**Supported** I'll ask mom to let me help make the grocery list

**IF YOU DON'T KNOW WHFRE YOU ARE GOING, HOW WILL YOU KNOW WHEN YOU GET THERE?**

GOAL SMARTS

# GUIDELINES FOR YOUR GOAL SETTING

**USING THE WORK YOU HAVE DONE SO FAR, DESIGN TWO TOP PRIORITY GOAL PLANS: one for a short term goal and one for a long term goal**

**USE THE FOLLOWING GUIDELINES AS AN OUTLINE FOR EACH GOAL PLAN.**

**YOU MAY DO THIS IN LIST FORM. DO YOUR SHORT TERM GOAL FIRST.**

**Please make your work neat, well-organized and labeled.**

1. State your goal. Be SPECIFIC.
2. How will you know when you’ve accomplished this? Make it MEASURABLE
3. Is it ACTIONABLE? Can the goal’s completion depend on YOU and not someone or something else? What are you lacking? Make a list of my strengths that will help me achieve this goal. Make a list of my weaknesses/problems that might hinder me along with how I might overcome those.
4. What are the things I am RESPONSIBLE for in order to achieve my goal? (In other words, what do you have to do to ensure you achieve your goal?) Will I need money and where will! I get it? Who are the people I need to talk to and what do I have to ask? Do I have to research books, magazines, or the internet to learn more about my goal? How much effort is achieving this goal going to require of me?
5. Using your lists from above to help you, make a detailed TIMELINE. I.e. I will do the following: daily... weekly...monthly (short term goal) And also a monthly or yearly plan for your long term goal. Remember that you are starting this tomorrow.
6. Who can I turn to for help or understanding? (SUPPORT) What exactly do I want from this person? Do I need to tell them about it in advance?