



## S.M.A.R.T. Goal Setting Guide

Acronym	Description	Developing SMART Goals
<b>S</b>	<b>Specific</b>	<p>Goals are clear &amp; detailed. A specific goal will usually answer the five "W" questions:</p> <ul style="list-style-type: none"> <li>• What: What do I want to accomplish?</li> <li>• Why: Specific reasons, purpose or benefits of accomplishing the goal.</li> <li>• Who: Who is involved?</li> <li>• Where: Identify a location.</li> <li>• Which: Identify requirements and constraints.</li> </ul>
<b>M</b>	<b>Measureable</b>	<p>This term stresses the need for concrete criteria for measuring progress toward the attainment of the goal. If a goal is not measurable, it is not possible to know whether progress toward successful completion is being made.</p> <p>A measurable goal will usually answer the questions:</p> <ul style="list-style-type: none"> <li>• How many?</li> <li>• How much?</li> <li>• How will I know when it is accomplished?</li> </ul>
<b>A</b>	<b>Attainable</b>	<p>This term emphasizes the importance of goals that are realistic and attainable. While an attainable goal may stretch the goal-setter in order to achieve it, the goal is not extreme. May help you identify previously overlooked opportunities to bring you closer to the accomplishment of your goal/s.</p> <p>An attainable goal will usually answer the question:</p> <ul style="list-style-type: none"> <li>• How: How can the goal be accomplished?</li> </ul>
<b>R</b>	<b>Relevant</b>	<p>A relevant goal must represent an objective that you are willing and able to work towards.</p> <p>A relevant goal will usually answer the question:</p> <ul style="list-style-type: none"> <li>• Does this seem worthwhile?</li> </ul>
<b>T</b>	<b>Time Bound</b>	<p>The fifth term emphasizes the importance of giving goals a target date. A commitment to a deadline helps focus efforts on completion of the goal on or before the due date. Timeliness is intended to prevent goals from being engulfed by the day-to-day tasks that arise.</p> <p>A timely goal will usually answer the question:</p> <ul style="list-style-type: none"> <li>• When?</li> <li>• What can I do 4 months from now?</li> <li>• What can I do 2 weeks from now?</li> <li>• What can I do today?</li> </ul>
<b>R</b>	<b>Reevaluate Reward</b>	<p>As goals are being developed and phases of different goals are being accomplished, reevaluate each goal to make sure they are still relevant and attainable. Once goals have been accomplished, celebrate in their accomplishment and start developing new SMART goals.</p>



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### **Writing SMART Goals --Template**

The following template will help in the writing of a SMART Goal:

(I or accountable party) will (action word/s) (object of the goal) by (timeframe) for the purpose of (relevance/results).

### **Examples of a SMART Goal Using the Template Format**

I will participate in HealthTrails Online 8 Week Well-Being Challenge (Sept. 26<sup>th</sup>-November 20<sup>th</sup>, 2016) to create a healthy habit of walking 1,000 more steps daily and eating 1 extra serving of produce. I will do this by packing a salad or veggie snack ahead of time, taking two 5-10 minute walk breaks every day while logging daily on HealthTrails. Achieving this goal in 8 weeks will help me & those around me sustain a healthier lifestyle.

I will take one hour for myself every evening of the work week to turn off my work phone and computer. During this time, I will do something for me, spend time with my family, read a book, meditate or do something physically active around the house. Achieving this goal will help me reduce stress and allow me to enjoy the simple pleasures of life.

I will drink at least six 8 fluid ounces of water per day at least 5 days per week. I will drink a glass of water before drinking anything else to help me stay hydrated throughout the day. Achieving this goal will reduce my fatigue and improve my health by optimally hydrating my body.

I will work out by using a cardiovascular machine 3 days per week on Mondays, Wednesdays and Fridays. I will do this at the gym for 30 minutes from 6 pm-6:30pm. I will also go to two 30 minute fitness coaching appointments Tuesdays and Thursdays from 4 -4:30pm for full body strength training. I will pack my gym clothes & shoes with me and bring them to work for no excuses. Achieving this goal weekly will help me improve my aerobic capacity, muscular endurance, reduce stress levels, improve my sleep, increase my self-esteem, help reduce my risk for heart disease and other comorbidities and so much more (you don't have to include all this)!

Interactive website for S.M.A.R.T. Goal Creation  
[https://www.aaha.org/professional/resources/smart\\_goals.aspx](https://www.aaha.org/professional/resources/smart_goals.aspx)