

“SMART” Goals

Why Write Down Your Goals?

Goals are the milestones by which your dreams are converted into reality. By being able to communicate what you want to achieve in the form of a goal, you improve your odds of achieving that goal.

What are SMART Goals?

- **S**pecific
- **M**easurable
- **A**chievable
- **R**ealistic
- **T**imely

Example: I want to lose 15 pounds by the time I leave for vacation in four months.

This is a SMART goal because it meets the criteria:

- **Specific:** yes, lose 15 pounds
- **Measurable:** yes, can measure the weight loss
- **Achievable:** yes, that would be approximately 1.5 pounds per week
- **Realistic:** yes, would meet healthy weight loss guidelines
- **Timely:** yes, it will be completed in approximately 3 ½ months



Goal Planning Template

GOAL # ____

Objective:

What do you want to achieve? Remember, SMART.

- 1.
- 2.

Means:

How will you go about achieving the goal? (i.e. Tactics)

- A.
- B.

Evaluation Criteria:

How will you know you're successful? (i.e. key measurements)

- A.
- B.

Accountability:

Who will be responsible for implementation of this strategy?

Key Dates:

What are the milestones for implementing this strategy?

- Date 1
- Date 2
- Etc.