

## SMART goal setting worksheet

SMART stands for Specific, measurable, achievable, relevant, and time planned.

The impact of this is that rather than just stating random or vague wishes for our lives we get down to the nitty gritty of what it is you want in specific terms. Here is an overview of SMART:

**Specific** – this means that we provide clarity about the goal for example moving away from say ‘I want to get fit’ or ‘I want to be on a better salary’ to stating the exact ‘thing’ you want. Therefore, instead we might say ‘I want to run 3 times a week’ or ‘I want to earn £100,000 per year’. Also notice goals are stated in the positive and reflect clearly what it is you do want.

**Measurable** – this tends to surface once we get specific – here we are looking at ensuring that our goals can be clearly measured. In our example about salary if I earn £50,000 per year then if I earned £60,000 this is a ‘better’ salary but might not be what I actually want. It is the same with fitness. I want to get fit is so vague, you might have a level of fitness already so again where do you want to go? You might already be walking twice a week for 30 minutes, but this is not what you want, you want more. The question is, once you have made the additional effort to start working towards your goals how will you know you are on the right track? Ensuring the goal can be measured is certainly part of that.

**Achievable** – this is about the control or influence you have over achieving your goal. Is it achievable purely under your own power or will you need the help of others? Answering this provides information about what you might need to do to get the goal done.

**Relevant** – here we are just checking that the goal works in terms of our broader lives and what we want. Are your goals relevant to the current context of your life and also relevant to where you are going? Are our goals supported by our values (see separate values identification sheet).

**Time-planned** – this means very simply put a date against when you will achieve the goal. Be specific about the date. Say ‘by the 1<sup>st</sup> January 2021 I will...’

You can use the sheet over to help you write out your goals in SMART terms.

**SMART GOAL SETTING WORKSHEET**

| Goal              | Specific                 | Measurable                           | Achievable                       | Relevant   | Time-planned                           |
|-------------------|--------------------------|--------------------------------------|----------------------------------|--|--|
| What do you want? | Be positive and specific | How will you measure its achievement | Is this goal under your control? | Is this goal relevant to your broader life and values? | When will you have achieved this goal? |
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