

## Setting SMART Goals

Setting goals is the first step toward achieving your dreams. This tool teaches you how to effectively set goals that are SMART – meaning they are (S)pecific, (M)easurable, (A)chievable, (R)elevant, and (T)imebound.

SMART goals provide an easy-to-follow structure for creating goals. This helps you break down what you need to do in a way that makes it easier to plan, track, and see results. First think about your values. When your goals match up with the values that are important to you, you're more likely to prioritize them.

If you're not sure what your goals are, think about what you want to change in your life. See if there's a goal you can create that would help bring about that change. It's likely there are many things you want to achieve. But if you can focus on one or two priorities that align with your values, you'll have a better chance of reaching that goal.

**Think about your values and choose which ones are most important to you.**

- |   |                                       |                                       |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Family/Friends | <input type="checkbox"/> Reputation   | <input type="checkbox"/> Status       |
| <input type="checkbox"/> Freedom        | <input type="checkbox"/> Self-Respect | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Happiness      | <input type="checkbox"/> Spirituality | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Health         | <input type="checkbox"/> Stability    | <input type="checkbox"/> Other: _____ |

**What are your hopes, wants, and dreams? Consider the values you have chosen and then write a list of things you'd like to change and the dreams you have for yourself . They can be short term (less than 6 months to achieve) or long term (more than 6 months to achieve).**

Things I'd Like To Change

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Dreams I Have For Myself

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Use your dreams listed and create a SMART goal.

SMART goals are **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**imebound.

**Specific**

What will I achieve? Who will benefit from the goal? What specific thing will I accomplish?

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**Measurable**

How much? How many? How will I know when it's done?

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**Achievable**

Is this goal something I can actually reach? Do I have the tools and support I need to accomplish this?

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**Relevant**

Is this something that I really need? Is now the right time to do this? Why is this goal important?

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**Timebound**

When will I reach this goal? Is the time frame reasonable?

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Writing down your goals can help you focus and be clear about what you want to achieve. Keep this worksheet close so you can stay motivated and track your progress.