



Goal setting is a powerful process for thinking about your ideal future and for motivating yourself to turn your vision into reality. The process of setting goals helps you choose where you want to go in life. By knowing precisely what you want to achieve, you know where you have to concentrate your efforts. Goals, especially SMART goals, gives us a method for reaching your aspirations, instead of waiting for your dreams to come true.

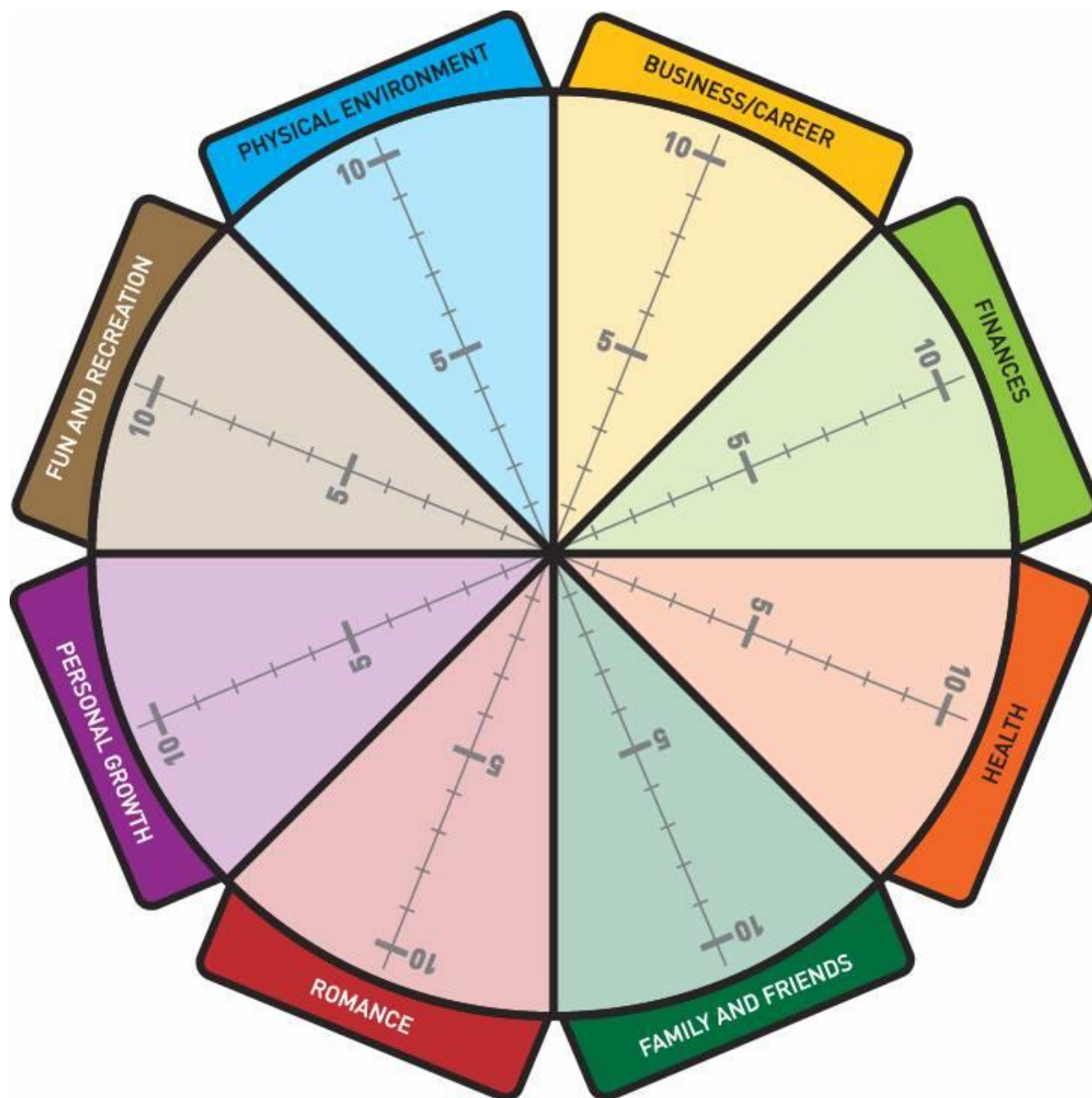


### Activity 1 – Wheel of Life

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**Instructions:** Please rank yourself on how satisfied you are in the 8 categories below, on a scale of 1-10. When completing this activity, consider the following questions related to each category on the wheel on page 2:

- **Career** – Are you satisfied at work? Is your career where you want it to be by now?
- **Family & Friends** – Is your family supportive of you? Are you supportive of your family? Are your friends supportive of you? Are you engaging friends and socializing to your satisfaction levels?
- **Significant Other/Romance** – Are you satisfied with the status of your romantic relationships? Do you feel loved? How often are you expressing love to others?
- **Fun & Recreation** – Are you enjoying your life and making it fun? Are you satisfied with the level of activity that you do?
- **Health** – How physically healthy are you? Are you satisfied with your level of fitness? Are you satisfied with your diet?
- **Finances** – Are you earning enough income to satisfy your current needs?
- **Personal Growth** – How focused are you on personal growth? Are you satisfied with your direction? Are you trying new experiences and seeking to learn?
- **Physical Environment** – Are you satisfied with your physical surroundings such as your home, neighborhood, and workplace? How much do you enjoy spending time in these places?



**Reflection Questions:** In what areas are you moderately or highly satisfied? Where are your biggest gaps in satisfaction levels? In what categories would you like to be more satisfied?

## Using the SMART Goal Format

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The Wheel of Life is a great way to start thinking about goal setting. You should now have a visual snapshot of how satisfied you are in different areas of your life. You should also be able to see where the biggest gaps are between where you are and where you would like to be. Now it's time to set goals that will lead you to be more satisfied in these areas.

Setting goals is important for many reasons. Goals give you a long-term vision of what you want to accomplish and the short-term motivation to get there. However, we all know that sticking to goals can be very difficult. For example, it's estimated that 80% of New Year's resolutions fail by February. Life gets in the way, and we lose our motivation quickly.

However, using the SMART goal format, we can increase our chances of achieving what we want by clarifying our ideas, focusing our efforts, and using our time and resources effectively.

### What is a SMART Goal?

SMART is an acronym that stands for **Specific, Measurable, Achievable, Relevant and Time-based**. Each element of the SMART framework works together to create a goal that is carefully planned, clear, and trackable.

You may have set goals in your past that were difficult to achieve because they were too vague, ambitious, or poorly framed. Working toward a poorly crafted goal can feel daunting and unachievable. Creating SMART goals can help solve these problems. Whether you're setting personal or professional goals, using the SMART goal framework can establish a strong foundation for achieving success.

### SMART goals are:



## What does each letter mean in practice?

- **Specific** – Developing goals with as much specificity as possible gives you:
  - Clarity for your vision or outcome (ex: earning a degree or increased physical strength)
  - Method for actions (taking classes or starting an exercise routine)
  - Accountability for taking action
- **Measurable** – It is important to have measurable goals, so that you can track your progress and stay motivated. Assessing progress helps you to stay focused, meet your deadlines, and feel the excitement of getting closer to achieving your goal. There are many ways to integrate measurement into goal setting. Here are a few examples:
  - *Employment*: A minimum salary goal, a minimum hours per week, or a number of jobs you apply for
  - *Savings*: The amount you want to save, or a specific distribution among different accounts
  - *Exercise*: A number of hours per week, amount of weight lifted, number of miles run
- **Achievable** – Your goal also needs to be attainable to be successful. In considering if a goal is achievable, it is important to consider what is in your realm of control. A goal of completing five job applications by the end of the week may be achievable for you because you can control whether you fill out the applications. However, a goal of getting a job by the end of the week is not something you can control and may not be achievable if the employers you apply to aren't ready to make a hiring selection.
- **Relevant** – When setting goals for yourself, consider whether or not they are relevant. Each of your goals should align with your values and larger, long-term goals. If a goal doesn't contribute toward your broader objectives, you might want to rethink it. Ask yourself why the goal is important to you, how achieving it will help you, and how it will contribute toward your long-term goals.
- **Time-Bound** – Every goal needs a target date, so that you have a deadline to focus on and something to work toward. An end date can help provide motivation and help you prioritize.

## Take your goals to the next level. Here are some examples of making goals SMART:

Find a Job	• Apply to 5 jobs a week in the administrative sector, paying at least \$15/hr until full-time employment is achieved.
Improve Typing Skills	• Practice typing using on-line programs 4 times a week for at least 30 minutes until 90 wpm is achieved.
Go Back to School	• Take at least 3 credits each semester at CCV in Social Work or Human Services until earning Bachelor's degree.

## Activity 2 – SMART Goal Worksheet

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Now it's time to make your own SMART goal.

**Step 1:** Write down your goal in as few words as possible.

My goal is to: \_\_\_\_\_

**Step 2:** Make your goal detailed and **SPECIFIC**.

WHAT do you want to achieve: \_\_\_\_\_

WHO should be involved: \_\_\_\_\_

WHERE does this need to happen: \_\_\_\_\_

WHEN is the timeframe: \_\_\_\_\_

WHICH barriers/requirements need to be addressed: \_\_\_\_\_

**Step 3:** Make your goal **MEASURABLE**.

I will know that I've reached my goal when:

\_\_\_\_\_

I will track my progress by the following milestones (think of at least 3):

\_\_\_\_\_

**Step 4:** Make your goal **ACHIEVABLE**. What additional resources do you need for success?

What I need to achieve this goal: \_\_\_\_\_

How I will find the time (when and for how long): \_\_\_\_\_

Things I need to learn more about: \_\_\_\_\_

People I can talk to for support: \_\_\_\_\_

**Step 5:** Make your goal **RELEVANT**. List 5 reasons why you want to reach this goal:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Step 6:** Make your goal **TIMELY**. Put a deadline on your goal and set some benchmarks.

I will reach my goal by (date): \_\_\_\_/\_\_\_\_/\_\_\_\_

**Upcoming weeks:** What are your first steps? What can you start on now?

<b>Week 1:</b>	<b>Resources:</b>
<b>Week 2:</b>	<b>Resources:</b>
<b>Week 3:</b>	<b>Resources:</b>
<b>Week 4:</b>	<b>Resources:</b>

**Step 7:** Hold yourself accountable.

How I will remind myself of my goal: \_\_\_\_\_

When I will reflect on my progress: \_\_\_\_\_

Who I will share my goal with: \_\_\_\_\_

My reward for attaining this goal is: \_\_\_\_\_

## Conclusion

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Goal setting is a helpful way to build a life and career you want. By setting objectives and creating a clear roadmap for how you'll reach your intended target, you can decide how to apply your time and resources to make progress. Whether you're setting personal or professional goals, using the SMART goal framework can establish a strong foundation for achieving success.