

SMART GOAL SETTING WORKSHEET

Set SMART Goals to achieve your dream

Working toward goals that are based on your dreams can be a nurturing, strengthening process. You'll feel a sense of direction in your life, as if you're finally becoming the person you were meant to be. When it comes to creating change, nothing's more powerful than a dream with some goals attached to it.

Goals can change

As you continue to create positive change in your life, your dreams and goals may change, too. New experiences, skills and relationships may lead you in new directions. And that's okay. When you base your goals on your dreams, you'll know when they're no longer working for you. Keep checking back on your dreams and goals every few months or so to see how you feel about them and to make adjustments as you go.

When you're setting your goals, make them

Specific	Measurable	Achievable	Realistic	Time-Related
Vague or general goals are difficult to accomplish. Think about what you want to achieve, clear and specific goals are easier to plan for and accomplish.	Your goals should be measurable – how much you want to accomplish and when you will know have reached your goal(s). Measurable goals keep you motivated!	Your goals need to be realistic and attainable given your current circumstances. Consider any obstacles that might impact your ability to accomplish your goals and adjust accordingly.	Make sure that your goals are meaningful and aligned with other aspects of your life. Goals based on the expectations of others do not always result personal satisfaction.	Setting realistic time-frames and deadlines for the accomplishment of your goals can help you stay focussed and minimize procrastination.
A goal like "I want to work with animals" is too general to be useful. A goal like "I will take veterinary technology so I can work as a vet's assistant" is specific and gives you something to aim for.	A goal like "I will do well in this course" doesn't give you a way to assess your progress. A goal like "I will get at least 80% on each quiz and paper in this course" is a measurable goal.	"I will win the lottery" isn't an effective goal because you have no control over whether or not you achieve it. "I will start my own online business by the time I'm 30" is effective because you can take steps to achieve it.	A realistic goal isn't necessarily easy but it is something you stand a chance of doing. "I will not miss a class" is probably not a realistic goal for a single mom with school age children during flu season. "I will get the notes for any class I have to miss" is a realistic goal.	"I will apply to an upgrading program" does not commit you to a time frame—you could put this off indefinitely. A goal like "I will apply to the upgrading program at ABC College by June 15" is more likely to motivate you.

Setting Goals: Follow these steps to set your goals:

Step 1: Write out your long-term goal. Make it **SMART** and make sure it is your dream or vision for your future, not anyone else's.

Step 2: Identify your **assets**.

The people and things that will help you reach your goal; for example, determination, a supportive family, friends, skills and volunteer experience.

Step 3: Look At The **barriers**.

The things that stand between you and your goal; for example, lack of money, need for daycare, transportation problems, lack of skills and not enough experience. Make a list of these barriers.

Step 4: **Brainstorm** around the barriers

Be creative, be playful, be responsible. Come up with every idea you can think of that will get you around the barriers between you and your goal. Write your ideas down.

Step 5: Map out your **short-term goals**

The small steps you'll take to reach your long-term goal

1. On the left side of a piece of paper, mark an X and label it "I am here." On the right side, write out your long-term goal.
2. Divide the distance between you and your goal into smaller goals. Write each one out. Make sure each one is a SMART goal.
3. Under each short-term goal, write out the steps you'll take to reach that goal.

**Share your thoughts and plans with the supportive people in your life
Ask for their help in reaching your goals**

Adapted from: [Alberta Learning Information Service](#): Working in Alberta – Setting SMART Goals Tip Sheet