

SMART Goal Setting Worksheet

Name: _____

Date: _____

1. State your outcome/goal in positive terms

What exactly do you want to happen? Outline it terms of what you want to happen and not what you don't want to happen. E.g. don't say "*I don't want to be fat.*" Instead, frame it as, "*I want to slim down to XXkg.*"

2. Be as specific as possible

What will you see?

What will you hear?

What will you feel?

What will you smell?

What will you taste?

What would you say when you only have one short sentence & not more than that?

3. Have an evidence procedure

How will you know that the goal has been achieved?

4. Be in control

Does achieving your goal rely on other people?

Do you have it in your own power to achieve this goal?

Is there someone who can negatively influence your chances of achieving the goal?

Is this goal still desirable when you consider all other aspects of your life like health, family, friends, etc.?

5. Verify that your goal is ecologically sound and responsible

(Project into your future the consequences of having achieved your goal. Your goal must benefit yourself and other people).

Does achieving your goal have negative consequences for you or for others?

In which way might it be irresponsible for you to achieve it?

How will others react when you are busy achieving your goal or when you have achieved it e.g. children, family, friends, etc?

How will your life change when you have achieved your goal?

6. Ensure your goal is timely and it moves you towards what you want

What exactly is your goal now? What do you want? (positively formulated)

When will you have achieved your goal? (Time)

When will you start off?

What is the first step that you will take now?

Are there sub-goals? When will each sub-goal be achieved? (Outline the sub-goals)

7. What is the end-value of your goal?

What makes this goal so important to you?

What will you achieve with this goal?

What will the achievement of this goal bring you? (Dig deeper until you come to values such as fulfillment, security, comfort, love, etc.)

8. Going back to your goal, write down why you will absolutely achieve it within the time you have set. (Tell yourself why you are sure you will achieve it, why you are sure you can achieve that goal, and why it's important that you do. Be clear and positive.)

9. What important resources do you already have at your disposal? (Character traits, friends, financial resources, education, time, energy, network, etc...list your strengths, skills, resources and tools)

10. What are the times when you have used some of the above resources most skillfully? (It doesn't matter in which area of your life. Come up with 3-5 times in your life when you've been an outstanding success and describe what you did to succeed, the qualities or resources you utilized and what made you feel successful)

- 11. What kind of person would you have to become in order to achieve this goal?** (Are there qualities, characteristics, skills, attitudes, beliefs, etc. you need to acquire or change?)

- 12. What prevents you from having the goal you desire right now?** (List as many reasons/obstacles/challenges as possible & start creating a plan to overcome them)

- 13. Is there someone/some people you know who have succeeded in achieving this goal?** (Choose a model, someone who is ahead of you, and then emulate what they did or are doing. You can choose someone with the characteristics you want to acquire or adapt)

- 14. Design your perfect day.** (What people do you interact with? What do you do in your day? How is your home life? How is your work environment? How does your day begin and end?)

- 15. Start a gratitude diary and fill it in daily.** (List the things you already have that were once goals and start off the diary with these. Each day, add at least 3 things, people or situations you are grateful for on that day).