

SMART GOALS

Set S.M.A.R.T. Goals and Track Your Progress!

Every year we are encouraged to set goals for ourselves, but how to set good goals is rarely discussed. Good goals are specific, measurable and achievable. That's why many experts on lifestyle improvement recommend that you follow the S.M.A.R.T. guidelines:

Specific

What end result do you want to achieve? Weight loss? Increased sleep? Improved financial security? More time with family?

Measurable

How will you know when you achieved your goal? How many pounds do you want to lose? How many hours of sleep do you want each night?

Action-Oriented

In specifics, what will you do (step-by-step) to reach your goal? What strategies do you have for overcoming obstacles and barriers?
Example 1) "I will work out and diet five days a week until I hit my weight loss goal" combined with an exercise plan.

Example 2) "I will plan to spend every Tuesday evening with my family" with a list of simple, potential activities: at-home game night, eating out, enjoying time in a park, etc.

Realistic

Don't discourage yourself by trying to do too much too fast. Consistent, achievable progress will bring you more success than frequent stops and starts!

Timed

It's always easier to start next Monday. Know when you want to begin working toward your goal and when you want to get there, and use those dates as motivation to keep going.

Using S.M.A.R.T. goals will spur you to keep going. When you have a plan and know how your actions impact your progress, you're more motivated to do all sorts of things: work out (even if you don't feel like it), turn down an unhealthy dessert, or do whatever it is you need to do to continue improving.

Don't forget to celebrate small victories on the way to your end goal. It's okay to feel good—if you're staying on course, take time to enjoy your success!

YOUR **SMART** GOAL

Please complete the following information for your personal tracking:

Your goal:

How you will measure success:

What actions will you take to get there and how will you overcome obstacles?

Why is this goal significant to you?

When will you begin and when do you hope to reach your goal?

Start:

End:

Your Progress: Week 1

Your Progress: Week 2

Your Progress: Week 3

Your Progress: Week 4

Your Progress: Week 5

YOUR **SMART** GOAL

Employer Activity Tracking

Please complete the following information and submit it to your employer to receive credit for this activity:

Name: _____

Date: _____

Did you create a goal? _____

YES

NO

On what date did you start working toward your goal? _____

When do you hope to reach your goal? _____

Are you satisfied with the outcome or your progress toward success? _____

YES

NO