

Creating A. S.M.A.R.T. Goal:

Approach, not Avoidance

Specific

Measurable

Attainable

Realistic

Timely

Approach, not Avoidance: Goals that are set to approach or accomplish something positive rather than to avoid something negative tend to help keep the tone positive. Example: “Stay out of fights” is avoiding a negative behavior, whereas “Increasing positive interactions with peers” is accomplishing a positive behavior.

Specific: A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions:

- *Who: Who is involved?
- *What: What do I want to accomplish?
- *Where: Identify a location where I will work on this goal.
- *When: Establish a time frame.
- *Which: Identify requirements and constraints.
- *Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, “Get in shape.” But a specific goal would say, “Join a health club and workout 3 days a week.”

Measurable: Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....
How much? How many?
How will I know when it is accomplished?

Attainable: When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic: To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.

A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Timely: A goal should be grounded within a time frame. With no time frame tied to it there’s no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? “Someday” won’t work. But if you anchor it within a time frame, “by May 1st”, then you’ve set your unconscious mind into motion to begin working on the goal.

Your goal is probably realistic if you truly believe that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

T can also stand for **Tangible** – A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing.

When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.

A. S.M.A.R.T. Goal Template

Crafting A. S.M.A.R.T. Goal is designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing A. S.M.A.R.T. Goal use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

Initial Goal (*Write the goal you have in mind*):

Approach not Avoidance Goal (*Is the goal stated to accomplish something positive rather than to avoid something negative? Does it need to be reframed?*):

Specific (*Who needs to be included? What do you want to accomplish? Where will you do this? When do you want to do this? What is required of me? Why is this a goal?*)

Measurable (*How can you measure progress and know if you've successfully met your goal?*):

Achievable (*Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required worth what the goal will achieve?*):

Realistic and Relevant (*Why am I setting this goal now? Is it aligned with overall objectives?*):

Time-bound (*What's the deadline and is the time frame realistic?*):

A. S.M.A.R.T. Goal (*Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed*):