

# Goal Setting 101

Specific Measurable Attainable Realistic Timely  
Goal Setting



### ***Disclaimer:***

Before we get to the nitty gritty details - Always remember that goals are based on our own ideas and dreams, and these goals are often set in what we believe is likely to happen. This can create barriers because we are not setting goals in possibility - we create our own limitations and barriers. A couple ways that I try to get around this:

- **Let our past be in the past:**
  - We tend to create our future based on what's happened in the past. These past experiences bring our previous limitations, so a goal set from the past will likely create more of what already exists.
- **Recognize our personal barriers**
  - It's easy to imagine excuses for ourselves that prevent us from realizing our potential. Some of these may be "I don't have enough time" or "It's not worth it" - while these can be valid statements, it's important to start recognizing when these are true, and when we may be using these to avoid action. Figuring out these barriers and how to combat them can only make us achieve our goals that much better!

When we have a clear picture of what we want to accomplish, our goals become powerful and meaningful to us. They are authentic to us. They can incorporate many areas of our lives (health, personal, career, etc), they can be bold and challenging, and they can be something that we incorporate into our everyday lives to make them feel apart of our normal routines! While some goals may be personal to us, it's also okay to share our goals with others in order to find out how we can assist and support one another while we work towards achieving them!

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### Specific

- Break it down! Break your overall vision and goal into multiple smaller goals. A specific goal has a much greater chance of being accomplished than a general goal.
- Goals should be straight forward and emphasize what you want to happen – writing a goal down is a good place to start to help figure out specifics.
- Make your goal as specific and concise as possible. Try answering:
  - o What are you going to do?
    - Use action words such as direct, organize, coordinate, lead, develop, plan, build, etc.
  - o Why is this important to do at this time?
  - o How are you going to do it?

### Measurable

- Establish concrete criteria for measuring progress toward the attainment of each goal you set.
- Choose a goal with measurable progress so you can see change occur – use a system to measure that works great for you!
- When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that will help continue the effort to reach your goals. And importantly, reward yourself for your progress!

### Attainable

- 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 you set which are too far out of reach, you probably won't commit to doing.
- A goal needs to stretch you slightly so you feel like you can do it and it will require a real commitment from you.
- Use affirmative language – say what you will do, not what you *won't* do. This will focus your energy on the desired outcome, rather than actions that must stop.
- Try writing your goal in present tense, as though they already happened. This gets your mind used to thinking that your dreams don't have to be dreams – they can be reality.

### Realistic

- A goal must represent an objective toward which you are both WILLING and ABLE to work.
- Realistic is not a synonym for “easy”, it means “do-able”. You are your own best judge into what is realistic for YOU.
- Set goals that require you to use effort!

### Timely

- Always establish a time frame (month, year) – dates help hold us accountable!
- Putting an end point on your goal gives you a clear target to work towards.
- Without a time limit, there's no urgency to start action now.
- Time must be measurable, attainable and realistic.

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GOAL CATEGORY	My Long-Term Goals	My Short-Term Goals
<b>Health</b> (Ex. I am responsible for taking my medication at the right time, without anyone reminding me to do so by January 2015.)		
<b>Daily Living</b> (Ex. I plan and prepare all my meals by August 2014)		
<b>Housing/Living Arrangements</b> (Ex. I live in my own apartment by December 2015.)		
<b>Post-Secondary Education/Training</b> (Ex. I enrol in a _____ program in post-secondary school by September 2016.)		
<b>Employment</b> (Ex. I have a job working as a _____ by January 2017.)		
<b>Recreation</b> (Ex. I join a Powersoccer team by July 2014.)		
<b>Community Involvement</b> (Ex. I volunteer as a tutor for children with disabilities over the summer in 2015.)		
<b>Finances/Money</b> (Ex. I independently deposit all of my earnings and be responsible for balancing my account by July 2015 [ongoing].)		
<b>Social Life</b> (Ex. I attend at least one social event per month and talk to at least 2 friends each week starting April 2014.)		

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<b>Transportation</b> (Ex. I take public transport on my own to go to school or a social event by July 2015.)		
<b>Legal/Advocacy</b> (Ex. I learn how to advocate for myself by December 2014.)		
<b>Other Goals</b> (Ex. Travel, personal relationships, etc.)		

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**Instructions:** Using the checklists from each section, choose 2-3 goals that you would like to pursue in the next 6 months. Develop each goal into a SMART goal with an Action Plan below.

GOAL #1 Date: \_\_\_\_\_

Intention	Goal				
	Specific	Measurable	Attainable	Realistic	Timely
What is it you want to achieve?	Who? What? Why? When? Where?	How much? How often? How many?	Achievable?	Is it important to what you want to ultimately achieve?	When?

Goal statement: \_\_\_\_\_

Tasks	By Who	Date to be completed by	Status (not started, in progress, or complete)

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GOAL #2 Date: \_\_\_\_\_

	Goal				
Intention	Specific	Measurable	Attainable	Realistic	Timely

Goal statement: \_\_\_\_\_

\_\_\_\_\_

Tasks	By Who	Date to be completed by	Status (not started, in progress, or complete)

GOAL #3 Date: \_\_\_\_\_

	Goal				
Intention	Specific	Measurable	Attainable	Realistic	Timely

Goal statement: \_\_\_\_\_

\_\_\_\_\_

Tasks	By Who	Date to be completed by	Status (not started, in progress, or complete)

**S**pecific **M**easurable **A**ttainable **R**ealistic **T**imely

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