

## SMART Goal-Setting Worksheet

**Step 1:** Write down your goal in as few words as possible.

My goal is to:

**Step 2:** Make your goal detailed and **SPECIFIC**. Answer who/what/when/where/how

HOW will you reach this goal? List at least 3 action steps you'll take - be specific.

1.

2.

3.

**Step 3:** Make your goal **MEASURABLE**. Add details, measurements and tracking details.

I will measure/track my goal by using the following method:

I will know I've reached my goal when:

**Step 4:** Make your goal **ATTAINABLE**. What additional resources do you need for success?

Items I need to achieve this goal:

How I'll find the time:

Things I need to learn more about:

People I can talk to for support:

**Step 5:** Make your goal **RELEVANT**. List why you want to reach this goal:

**Step 6:** Make your goal **TIMELY**. Put a deadline on your goal and set some benchmarks.

I will reach my goal by (date): \_\_\_\_/\_\_\_\_/\_\_\_\_

My halfway measurement will be \_\_\_\_\_ on (date): \_\_\_\_/\_\_\_\_/\_\_\_\_

Additional dates and milestones I'll aim for:

## Goal Setting

### Framework:

1. Post blog. Inform members that a Google doc will be posted on member-only page.
2. Email member/post SMART goal sheet. Have them fill it out and/or come with ideas.
3. Have member schedule meeting time (Google docs) with coach, 15 minute blocks? have them email goal(s) so coach can prepare for meeting?
4. Complete SMART goal sheet during meeting, identify resources needed, specific timeframe, barriers, how to overcome barriers. More discussion can happen via email?
  1. Member to write goal (or summary of goal if someone is a little shy about writing it up) on whiteboard in gym at the end of the meeting.
5. Coach follow-up halfway through member's goal deadline - can be through email. Put this date on a calendar so that coach won't forget. Discuss progress, barriers, identify resources needed.
6. Coach follow-up via email week before goal deadline. May decide to reassess goal, revise goal deadline based on progress.
7. When member has achieved goal, take a picture of them crossing off their goal on the whiteboard and post on member-only page.