
SMART Goal Setting

Start the New Year Different!





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Purpose of This Guide

This guide contains the materials needed to set your goals for the new year. The documents that follow are included:

- Action-Words
- SMART Goal Setting Quick Reference Guide
- Putting It All Together

Action-Words

Action words express action or some type of activity. They are concise and add impact to your ¹goals and ²objectives.

The list that follows contains action words that you can use to develop your goals and objectives. The purpose of these words is to encourage critical thinking, intention, and mindfulness as you set your goals and objectives. They should make you want to do something to reach your goals. This list is by no means exhaustive, so feel free to use any action-words that you prefer.

Here is an example of a goal and objectives:

GOAL	Become a certified professional coach.
OBJECTIVES	<ul style="list-style-type: none">• Find a certified professional coach program and sign-up for it.• Attend classes and complete all assignments.• Pass the oral exam.• Develop a business plan.• Start the coaching practice.

¹ A goal is what you want to do.

² Objectives are the steps you take to reach your goal.

Action-Words

KNOWLEDGE		UNDERSTAND		APPLY	
Able to demonstrate you learned something by remembering facts, terms, basic concepts and answers.		Demonstrate an understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions and stating main ideas.		Solve problems by applying knowledge, facts or techniques differently.	
Define	Show	Explain	Predict	Solve	Demonstrate
Identify	Observe	Describe	Contrast	Apply	Discover
Describe	Recite	Interpret	Demonstrate	Illustrate	Relate
List	Read	Summarize	Estimate	Modify	Show
Name	Record	Compare	Identify	Use	Complete
State	Tell	Differentiate	Select	Calculate	Construct
Recognize	Recall	Discuss	Ask	Change	Prepare
Examine	Select	Distinguish	Indicate	Choose	Interpret

Action-Words

ANALYZE		EVALUATE		CREATE	
Examine and break information down into parts by identifying causes, making interpretations and finding evidence to support your statements and observations.		Present opinions about information, ideas or work based on a set of standards.		Compile information differently to show new patterns or recommend alternative solutions.	
Analyze	Connect	Reframe	Choose	Design	Substitute
Compare	Differentiate	Evaluate	Estimate	Compose	Write
Classify	Appraise	Support	Measure	Create	Compile
Contrast	Order	Compare	Predict	Plan	Construct
Distinguish	Point out	Decide	Rank	Combine	Develop
Separate	Prioritize	Recommend	Select	Formulate	Modify
Explain	Deduce	Summarize	Conclude	Invent	Produce
Select	Break down	Assess	Consider	Hypothesize	Arrange

SMART Goal Setting: Quick Reference Guide

Purpose: Use this guide to set SMART goals. It contains examples and descriptions of the five steps in the SMART Goal Setting Model.

SMART GOAL SETTING MODEL		
S	Specific	<p>Specific goals outline what you plan to do and when it should happen.</p> <p>Example: Lose 1lb per week over the next 10-weeks.</p>
M	Measurable	<p>To measure your goals, they must be observable and quantifiable or able to be proven and validated.</p> <p>Example:</p> <ul style="list-style-type: none"> • Walk for 30 minutes at least three times a week. • Drink at least eight 8oz glasses of water per day. • Keep a food journal to track the number of calories eaten per day.
A	Attainable	<p>Goals can be realistically reached but stretch you.</p> <p>Example: Losing 1lb per week allows me to reach my weight loss goal within 10-weeks.</p>
R	Relevant	<p>Means something to you.</p> <p>Example: Losing 10lbs lowers my blood pressure and reduces cholesterol by approximately 10 percent.</p>
T	Trackable	<p>Set definite completion timeframes and measure periodically to show how you are progressing.</p> <p>Example:</p> <ul style="list-style-type: none"> • Deadline to reach the goal is March 31st. • Use my Fitbit and MyFitnessPal to track my exercise, food and water intake.

Putting It into Action

Out With 2018... In With 2019!

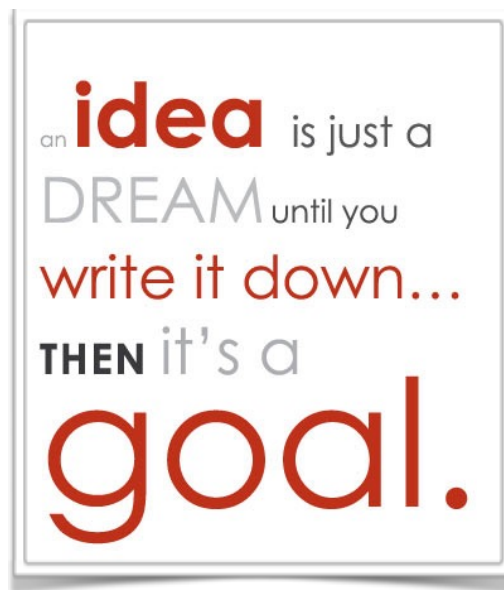
Instructions: Use this guide to set a goal you want to reach in 2019.

1. Set a goal and develop objectives.

- Short-Term Goal: 7-Day Milestone
- Long-Term Goal: Final Completion Date for the Goal

2. Use the participant materials you downloaded as a guide.

“Setting goals is the first step in turning the invisible into the visible.” ~Tony Robbins



GOAL #1	OUT WITH 2018...IN WITH 2019!	
<p>1. Goal Statement...</p>	<p>2. This goal is important to me because...</p>	
	<p>3. Steps I'll take to reach this goal...</p>	<p>SMART GOAL SETTING CHECKLIST</p> <ul style="list-style-type: none"> • Specific: Outlines what you plan to do and when. • Measurable: Observable and quantifiable. • Attainable: Can be realistically reached but stretches you. • Relevant: Means something to you. • Trackable & Time-Bound: Has definite completion timeframes.
	<p>4. In the next 7-days, I'll...</p>	
<p>ACTION PLAN</p>		
ACTION	START DATE	DUE DATE

GOAL #2		OUT WITH 2018...IN WITH 2019!	
1. Goal Statement...	2. This goal is important to me because...		
	3. Steps I'll take to reach this goal...	SMART GOAL SETTING CHECKLIST <ul style="list-style-type: none"> • Specific: Outlines what you plan to do and when. • Measurable: Observable and quantifiable. • Attainable: Can be realistically reached but stretches you. • Relevant: Means something to you. • Trackable & Time-Bound: Has definite completion timeframes. 	
	4. In the next 7-days, I'll...		
ACTION PLAN			
ACTION		START DATE	DUE DATE

GOAL #3	OUT WITH 2018...IN WITH 2019!	
1. Goal Statement...	5. This goal is important to me because...	
	6. Steps I'll take to reach this goal...	SMART GOAL SETTING CHECKLIST <ul style="list-style-type: none"> • Specific: Outlines what you plan to do and when. • Measurable: Observable and quantifiable. • Attainable: Can be realistically reached but stretches you. • Relevant: Means something to you. • Trackable & Time-Bound: Has definite completion timeframes.
	7. In the next 7-days, I'll...	
ACTION PLAN		
ACTION	START DATE	DUE DATE