

Goal Setting Worksheet

When it comes to setting goals, make sure you set a **SMART** goal.

SMART stands for:

- **Specific**: specify the actions you will take, when and where you will do so, and who or what is involved. Example of a vague or non-specific goal: "I will be more loving towards my spouse/partner." A specific goal: "I will call my spouse/partner at lunchtime and tell them that I love them."
- **Meaningful**: The goal should be personally meaningful to you. If it is genuinely guided by your values, as opposed to following a rigid rule, or trying to please others, or trying to avoid some pain, then it will be meaningful. If it lacks a sense of meaning or purpose, check in and see if it is really guided by your values.
- **Adaptive**: Does the goal help you to take your life forwards in a direction that, as far as you can predict, is likely to improve the quality of that life?
- **Realistic**: The goal should be realistically achievable. Take into account your health, competing demands on your time, financial status, and whether you have the skills to achieve it.
- **Time-bound**: to increase the specificity of your goal, set a day, date and time for it. If this is not possible, set as accurate a time limit as you can.

Step 1: A key focus is setting our goals guided by our values. Therefore, Step 1, before any goal setting, is to clarify what value(s) is (are) underlying your goals.

Step 1: My value(s) underlying these goals are:

Step 2: Write down a graduated series of goals, starting from tiny simple goals that can be achieved right away, to long term goals that may not be achieved for months or years.

Step 2: Some of My Goals Are:

- An **Immediate** Goal (something small, simple, easy, I can do in the next 24 hours)

- **Short Term** Goals (things I can do over the next few days and weeks)

- **Medium Term** Goal(s) (things I can do over the next few weeks and months)

- **Long Term** Goal(s) (things I can do over the next few months and years)

The Willingness and Action Plan

My goal is to (be specific):

The values underlying my goal are:

The actions I will take to achieve that goal are (be specific):

The thoughts/memories, feelings, sensations, urges I'm willing to make room for (in order to achieve this goal):-

- Thoughts/memories:

- Feelings:

- Sensations:

- Urges:

- It would be useful to remind myself that:

- If necessary, I can break this goal down into smaller steps, such as:

- The smallest, easiest step I can begin with is:

- The time, day and date that I will take that first step, is: