**Setting Your SMART Goals**

**Specific – Measurable – Attainable – Realistic – Time-Based**

Goals may be MAINTENANCE goals or GROWTH goals. Those who currently have minimal stressors may choose MAINTENANCE goals, while those who have minimal coping strategies may choose GROWTH goals.

Example of a SMART **Personal** Goal: During the next thirty days, I will go to the gym three times per week for one hour each time, beginning this Saturday.

Example of a SMART **Work-Related** Goal: During the next thirty days, I will take a 15 minute walk at least two times a day beginning next Monday.

**SPECIFIC:** Be extremely clear about what you want to achieve. Break the goal down into smaller steps

**MEASUREABLE:** How will you know when you have achieved your goal? What will be different from before? What will you have started or stopped doing?

**ACHIEVABLE:** Make sure you are not setting yourself up for failure by setting goals that are too high, or unattainable. Celebrate small successes, and give yourself room for setbacks since these are perfectly normal.

**REALISTIC & RESOURCED:** Is your goal realistic with the resources you have available? Are there any resources that you need to get before you can, or that will help you achieve your goal? How accessible and reliable are these resources? Do you have a back-up plan if you run into problems?

**TIME-BASED:** Set a reasonable time limit to achieve your goal such as 1 week, 1 month, 6 months, or 1 year. Consider breaking it into smaller steps and time-frames, and check in regularly on your progress