

Goal Setting Worksheet

An 8-step approach to setting and achieving goals

Setting goals may help you focus on what you want to accomplish. It is also a way for you to make important changes to your daily habits and routines so you can feel better. One way to state your goals clearly is to use the SMART approach to setting goals. This helps make sure your goals are:

Specific

Know what you want to achieve, figure out how to do it, and set a timeframe for achieving it.

Measurable

Be sure you can tell whether you are achieving them; for example, if one of your goals is to walk 10 minutes a day, wear a watch so you can time yourself.

Attainable

Make sure your goals are reasonable; start slowly and work up to larger goals.

Realistic

Keep your abilities and limitations in mind when you think about you would like to achieve.

Trackable

Look for ways to keep track of your progress, such as using an exercise log.

Look over the sample worksheet on the next page and then fill out your own goal-setting worksheet for a goal you would like to accomplish. Share your completed worksheet with your healthcare professional and discuss if your goals are right for you.

Goal Setting Worksheet

Example

STEP 1	STEP 2	STEP 3	STEP 4
State your goal My goal To practice relaxation for 15 minutes every day	Get information What do I know about this goal? • I know relaxation is good • It can be easily fit into a day Where can I get more information? • I can rent or buy relaxation CDs and DVDs • I can get books from the library or bookshop about relaxation	Brainstorm ideas Things that I can do to meet my goal • Buy a candle and some soft mood music for meditation • Take a meditation class instead of trying to relax on my own • Get up earlier than everyone else so I have time for relaxation before starting my day	Review your ideas Are the brainstorming ideas in step 3 enjoyable and realistic? Try the most enjoyable and realistic idea. • Buy candle and music (very enjoyable, very realistic) • Take a meditation class (enjoyable, not realistic) • Get up earlier than everyone else (not enjoyable, not realistic)
Make specific plans My plan I will meditate for 15 minutes every evening for 2 weeks before sleep. I will reward myself with flowers. Barriers to carrying out my plan • I might not feel like doing it • I might get interrupted My options Put my plan in action • I need to brainstorm fresh ideas Go to Step 3 • Break problem into smaller problems. Go to Step 1.	Act on your goal On Monday, I began relaxing for 15 minutes before going to sleep. Ways I can encourage myself • I can put a note on the refrigerator to remind myself to meditate after dinner • I can ask someone to do relaxation exercises with me • I can write down in a journal how I feel each night once I'm done	Evaluate how it went What happened when I carried out my plan? Day 1: Just before going to do my relaxation, the phone rang and I talked to my friend for an hour. After the call ended, I was too tired to do my relaxation. Day 2: At 11 am, I did relaxation for 5 minutes. I practiced relaxation again at 10 pm before I went to bed	Reward yourself How did I reward myself? I bought myself some flowers as a reward.

[illegible]