

Goal Setting



Tired of thinking about doing something, but you can't seem to get it done? Use the SMART method outlined below to develop a plan of attack and see it through once and for all. Before you start, make sure your goal aligns with your values. Is it something truly important to you and why?

SMART stands for specific, measurable, achievable, relevant, and time-bound.

- **Specific** - Clearly stated and describes exactly what will be done.
For example: I will go on a walk Monday through Friday for 20 minutes each day.
- **Measurable** - How the action will be measured in order to keep track of progress.
For example: I will use an app on my phone to track my walks.
- **Achievable** - The objective is attainable and feasible.
For example: I am available at lunch every day for my walk and I can block my schedule for this time.
- **Realistic** - Considers constraints like cost, environment, people, etc.
For example: If it's raining or too cold, I will walk on the treadmill.
- **Time-bound** - Have a specific timeline for completion.
For example: I will walk every day at lunch Monday through Friday for the next 4 weeks.

Need help prioritizing and setting goals? Contact your Employee Assistance Program to be matched with a professional counselor.

The Mayo Clinic. "Setting Smart Goals". <https://www.mayoclinichealthsystem.org/hometown-health/speaking-of-health/setting-smart-goals>. Accessed October 30 2020.



Your Employee Assistance Program

Anytime, any day, you have free, confidential access to professional consultants and online resources to help you be your best. To access these services, call or log on to get started.

TOLL-FREE:

WEBSITE:

CODE: