



## GOAL PLANNING

To help you to achieve your goals, write down the goals you want to reach. Look at each goal and evaluate it. Make any changes necessary to ensure it meets the criteria for a SMART R goals:

<b>S</b>	Specific
<b>M</b>	Measurable
<b>A</b>	Achievable
<b>R</b>	Realistic
<b>T</b>	Time Frame
<b>R</b>	Review

To plan successful goals apply the above principles to your goal:

When setting a goal write it down, applying the **S,M,R** and **T** principles, then apply **A** to work out manageable steps. Set regular times to review (**R**) your goal and make adjustments as needed.

### Specific

Make your goals specific to help to focus your efforts and clearly define what you are going to do - what you want to achieve.

For example, instead of setting a goal to lose weight set a specific goal to lose 2cm off your waistline.

### Measurable

If it is measurable, you can manage it. Usually there are short-term or small measurements that can be built into the goal. Make sure your goal can be measured so you can see the change occur. Be specific! "I want to walk at a brisk pace for 20 minutes, three times a week" shows the specific target to be measure. "I want to get fit" is not as measurable.

For more information and support to achieve your goals and enhance your happiness please contact:

**1300 312 202**  
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## **Achievable**

The goals you set should be within your reach. A goal needs to stretch you slightly so you feel you can do it and it will need a real commitment from you. For instance, if you aim to lose 20kilograms in one week, that isn't achievable. However, setting a goal to loose 1kg in 2 weeks and when you've achieved that, aiming to lose a further 1kg, will keep it achievable for you.

The feeling of success which this brings helps you to remain motivated.

## **Realistic**

Realistic means that the skills needed to do achieve the goal are available. Realistic goals may push your skills and knowledge but it shouldn't break them. The goal needs to be realistic for you and where you are at the moment. A goal of giving a 20 minute speech in front of 200 people next week may not be realistic if you have a fear of public speaking. Devise a plan or a way of getting there which makes the goal realistic.

For example, it may be more realistic to set a goal of saying something at each staff meeting for the next two weeks. You can then choose to work towards increasing your level of contribution in groups gradually as and when this feels realistic for you.

Don't set the bar too high or too low. Set the bar high enough for a satisfying achievement and acknowledge your effort!

## **Timely**

Set a timeframe for the goal: next week, in three months, which gives you a clear target to work towards.

A timeframe gives a clear commitment to start taking action now.

Time must be measurable, attainable and realistic.

## **Review**

Set regular times to review your goals and progress and make changes to your plan if necessary using SMART to further clarify your goals to ensure success! Use what you have learnt about your progress to your advantage and adapt or modify your goals including this new information.

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Date:

**Goal (What do I want to achieve?) SMART R**

**Action**

**(How will I do this?)**

**Outcome**

**(What did I actually do?)**


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