

# Goal Setting

Remember how important it is to set S.M.A.R.T. goals:

**S**pecific: Clearly define what you are planning to accomplish.

**M**easurable: How will you know that you have met the goal?

**A**ttainable: Be realistic about what can be accomplished in the time you have.

**R**elevant: It has to matter to you.

**T**ime-bound: Give yourself a deadline.

## **Look backward before looking forward:**

List 5 things you accomplished in 2024 that made you proud:

- 1.
- 2.
- 3.
- 4.
- 5.

## **Looking at now:**

What are some areas of your life that make you uneasy or unhappy, that you feel need to improve or change? This is bigger picture thinking here: things like being more organized, getting healthier, traveling more, improving relationships, career steps, etc.

## **SMALL STEPS FIRST**

Pick one of the items listed above and think about one very small win that would take you closer to improving that situation.

The small win:

Three steps that would help me get that win:

Deadline for taking the first step:

Deadline for accomplishing this win:

**Example:**

Area to improve: social connections

Small win: Go out with my friend-group once a month

Three steps:

- 1.) Pick a recurring date and place for happy hours (i.e., first Thursday of the month)
- 2.) Block out the dates in my calendar for the whole year.
- 3.) Set reminders to text my friends the week before with a reminder.

Deadline for first step: By Friday, announce this plan to friends and meet the following Thursday for happy hour.

Deadline for accomplishing: By the end of year, we will have gone to 12 happy hours together.

**Go Bigger:**

Now that you have practice with a small (easier) goal, put that same process in place for something more challenging. It's up to you for how ambitious you want to be. You can repeat this process for as many goals as you wish to accomplish.

Area to improve:

The Win:

Three Steps:

Deadline for First Step:

Deadline for Accomplishing this Goal:

How I'll feel after accomplishing this goal:

**Final Thoughts:**

- Remember to be SMART.
- Be aware of (and avoid) conflicting goals. For example, a goal of playing golf five days a week and a goal of spending more time with your family will be in conflict unless your family also plays golf.
- Don't overdo it by setting too many goals—you'll burn yourself out and become frustrated/defeated.
- Set some small goals for the beginning of the year and then repeat this process mid-year (of course, set a calendar reminder for that!).