



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SMART GOAL TOOLKIT

INTRODUCTION

We all have a long-term goal that we're looking to achieve—lose weight, eat healthier, exercise more, etc. In order to make reaching these long-term goals easier, it's important to make small changes by setting weekly SMART goals. A good SMART goal helps you succeed for the reasons that follow.

It's specific

Don't be ambiguous! Make your goal as clear as possible.

It's measurable

Set a goal that can be evaluated based on an attribute that can be measured (e.g., two times, every day, etc.).

It's appropriate

Relate your SMART goal to your long-term goal.

It's realistic

Set yourself up for success by setting goals that can be achieved.

It's timely

Associate a finite amount of time with your SMART goal (e.g., this week, tomorrow, etc.).

EXAMPLES

To get a better sense of a good SMART goal, take a look at the difference between goals that are not SMART and goals that are SMART:

Not a SMART goal

- "Incorporate more vegetables in my diet."
- "Increase amount of walking next week."
- "Ride the stationary bike as often as I can."

SMART goal

- "Eat six vegetables every day next week."
- "Walk to work three times next week."
- "Ride the stationary bike for 20 minutes, three times next week."

EXPECTATIONS FOR SUCCESS

Success can be achieved if you do these things:

Take small steps

In the beginning, select SMART goals that are simple wins, even if they seem rudimentary. The important part is to practice setting and achieving goals in order to build confidence.

Experiment

Think of this as an experimentation process. You can reach your long-term goal in multiple ways. If you aren't currently achieving your SMART goal, try something else.

Celebrate all successes

We don't always achieve our SMART goals. If this happens to you, don't worry. Think about what you learned from your efforts, make sure to celebrate something you accomplished, and think about how you can prepare for the next week.

TOOLKIT CONTENTS

The SMART Goal Toolkit provides the following resources to break down the process of setting successful goals:

SMART Goal Worksheet

Use this tool to practice writing SMART goals and identify a health focus to inspire your SMART goal.

SMART Goal Tracker

Use this tool to identify a focus and to track your progress toward achieving your weekly SMART goals.

SMART Goal Passport

Use this tool to keep track of the goals that you have achieved.

If questions arise at any point in the goal-setting process, please ask your facilitator, whose goal is to help you succeed!

SMART GOAL WORKSHEET

Specific, Measurable, Appropriate, Realistic, Timely

PRACTICING SETTING GOALS

Below are goals that are not easy to accomplish because they are not SMART. Help make them SMART by writing better goals in the right column.

ORIGINAL GOAL	REWRITTEN AS A SMART GOAL
"I will exercise as much as I can, despite my busy schedule."	
"I will focus on getting more steps in on my Fitbit®."	
"I will stop eating out."	
"I will not eat any sugar next week."	
"I will avoid hanging out with my friends because they are bad influences."	
"I will be more positive."	
"I will be better at tracking my meals."	
"I will go to bed earlier."	

SMART GOAL WORKSHEET, continued

IDENTIFY A FOCUS AREA

It can be challenging to pick a SMART goal that is easy to achieve and also makes progress toward your long-term goal. To help with this, use the chart below to identify a focus area that would make an impact on your health, if you changed your behaviors. After filling out this chart, the top-rated health focus in the right column can be used to inspire your SMART goal.

FOCUS AREA	RATE HEALTHY HABITS Rate the quality of your habits for each focus area: 1 = My habits need improvement 5 = My habits are excellent	RATE DESIRE TO CHANGE Rate the quality of your habits for each focus area: 1 = My desire to change is low 5 = My desire to change is high	PRIORITIZE IMPACT If you changed habits, what would make the most impact? Rank focus area from 1-5, with 1 being most impactful and 5 being least impactful.
Understanding Food Choices I eat healthy meals regularly.	1 2 3 4 5	1 2 3 4 5	
Physical Activity I exercise regularly.	1 2 3 4 5	1 2 3 4 5	
Stress, Rest, and Sleep I get quality rest every night.	1 2 3 4 5	1 2 3 4 5	
Supportive Environment I have supportive relationships.	1 2 3 4 5	1 2 3 4 5	
Positive Psychology I reframe negative self-talk.	1 2 3 4 5	1 2 3 4 5	

SMART GOAL TRACKER

Specific, Measurable, Appropriate, Realistic, Timely

HOW TO USE

Use this tool to track your weekly SMART goal. As you set your SMART goal, make sure it relates to your long-term goal. Record your progress and take notes on any thoughts, discoveries, or “aha!” moments. At the end of the week, reflect on your progress and adjust the goal, if needed.

Long-term goal: _____

DATE	WEEKLY SMART GOAL	DAYS COMPLETED				NOTES
		Su	M	Tu	W	
		T	F	Sa		
		Su	M	Tu	W	
		T	F	Sa		
		Su	M	Tu	W	
		T	F	Sa		
		Su	M	Tu	W	
		T	F	Sa		

SMART GOAL TRACKER, continued

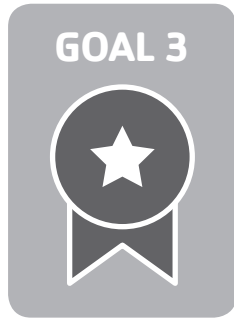
DATE	WEEKLY SMART GOAL	DAYS COMPLETED	NOTES
		Su M Tu W T F Sa	
		Su M Tu W T F Sa	
		Su M Tu W T F Sa	
		Su M Tu W T F Sa	
		Su M Tu W T F Sa	
		Su M Tu W T F Sa	

SMART GOAL PASSPORT

Specific, Measurable, Appropriate, Realistic, Timely

HOW TO USE

When your SMART goal becomes something you have done routinely and you are now able to maintain the new behavior, document your achievement here. Start by stamping, stickering, or coloring the badge below. Then document (1) the goal you achieved, (2) benefits from achieving your goal, and (3) success tips for your future self. If you need inspiration later on, look to this tool as a reminder of your progress and insight into what led to your success.



Goal achieved:

Goal achieved:

Goal achieved:

Goal achieved:

Goal achieved:

Benefits from achieving goal:

Benefits from achieving goal:

Benefits from achieving goal:

Benefits from achieving goal:

Benefits from achieving goal:

Success tips for future self:

Success tips for future self:

Success tips for future self:

Success tips for future self:

Success tips for future self:
