

GOAL SETTING TECHNIQUE

S = Specific

M = Measurable

A = Attainable

R = Realistic

T = Timely

Specific

Goals should be straightforward and emphasize what you want to happen. Specifics help us to focus our efforts and clearly define what we are going to do.

1. **WHAT** are you going to do? Use action words such as direct, organize, coordinate, lead, develop, plan, build etc.
2. **WHY** is this important to do at this time? What do you want to ultimately accomplish?
3. **HOW** are you going to do it?

Examples:

X I want to lose weight.

✓ I want to lose 2cm off my waistline.

Measurable

Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates.

X I want to be a good reader.

✓ I want to read three, 100 page books before my birthday.

Attainable

Goals you set which are too far out of your reach, you probably won't commit to doing. Although you may start with the best of intentions, the knowledge that it's too much for you means your subconscious will keep reminding you of this fact and will stop you from even giving it your best.

X I want to lose 20 lbs in a week.

✓ I want to lose 1 lbs this week.

Realistic

Realistic, in this case, means "do-able." The goal needs to be realistic for you and where you are at the moment.

X I will never eat chocolate again.

✓ I will eat a piece of fruit each day instead of chocolate.

Timely

Set a timeframe for the goal: for next week, in three months, by next year. Putting an end point on your goal gives you a clear target to work towards.

If you don't set a time, the commitment is too vague. It tends not to happen because you feel you can start at any time. Without a time limit, there's no urgency to start taking action now.

X I will get my GED.

✓ I will obtain my GED by September 2009.