Utilize SMART Goals

S- Specific. Let the coachee come up with *'exactly* what'.

Example: (Goal = Acquiring a Job)

NOT Specific- "I will apply for a job this week."

Specific- "I will apply **at Target, this Tuesday at 10am**."

M- Measurable.   How much? There should be number involved.

Example: (Goal= Maintaining a Healthy Weight)

NOT Measurable- "I want to work out this week."

Measurable- "I want to exercise for **25 minutes**, **Monday, Wednesday, and Saturday** at 8am at Gold's Gym in Fairmont."

A- Achievable- Each goal needs to be attainable within time constraints.

-Many times, this means breaking larger goals into smaller ones.

Example: (Goal= Getting a Job as a Veterinarian)

NOT Achievable: "I want to become a veterinarian this summer."

Achievable: "On **Monday at 6pm I will apply online to Blue Ridge Community and Technical College** for their Veterinary Assistant Program."

R- <u>Relevant</u>- Why is this goal being set?

-Does it contribute to the 'ultimate goal'?

<u>Example</u>: (Goal= Being Financially Secure)

NOT Relevant- "I will talk to my mom at 9am for two hours on Friday."

Relevant- "I will **read "The Total Money Makeover" 30 minutes Monday, Wednesday, Thursday and Sunday** this week."

T- <u>Time-Bound</u>- Through good questioning, let the coachee choose the proper time parameter.

<u>Example</u>**:** (Goal= Acquiring a Driver's License)

NOT Time-Bound-"I will get my Driver's License this week."

Time Bound- "I will call the DMV to see what documentation I need to obtain my Driver's License, as well as any other paperwork or fees on **Thursday at 9am.**"

Writing good SMART goals takes practice for most people. Give examples and practice with the coachee.

<u>Practice by writing a SMART Goal on the next page.</u>

SMART GOALS

Specific- What exactly is your goal?

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Measurable- How much?

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Achievable- Can you complete it?

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Relevant- Do they align with your ultimate goal?

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Time-Bound- Is it within a time frame you can work?

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SMART Goal- Combine the points above into one SMART Goal!

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