

# Goal Setting

SMART Goal Format

# Importance of Goal Setting

## Goals give you focus and direction

When you have clearly set and well-defined goals, it provides focus and direction, a target to aim towards rather than wasting energy aiming at nothing.

## Goals allow you to measure progress

Setting goals allows you to measure progress because you always have a fixed end point or benchmark to compare with.

## Goals keep you locked in and undistracted

When you have a certain endpoint in mind, you automatically stay away from certain distractions and stay focused towards the goal.

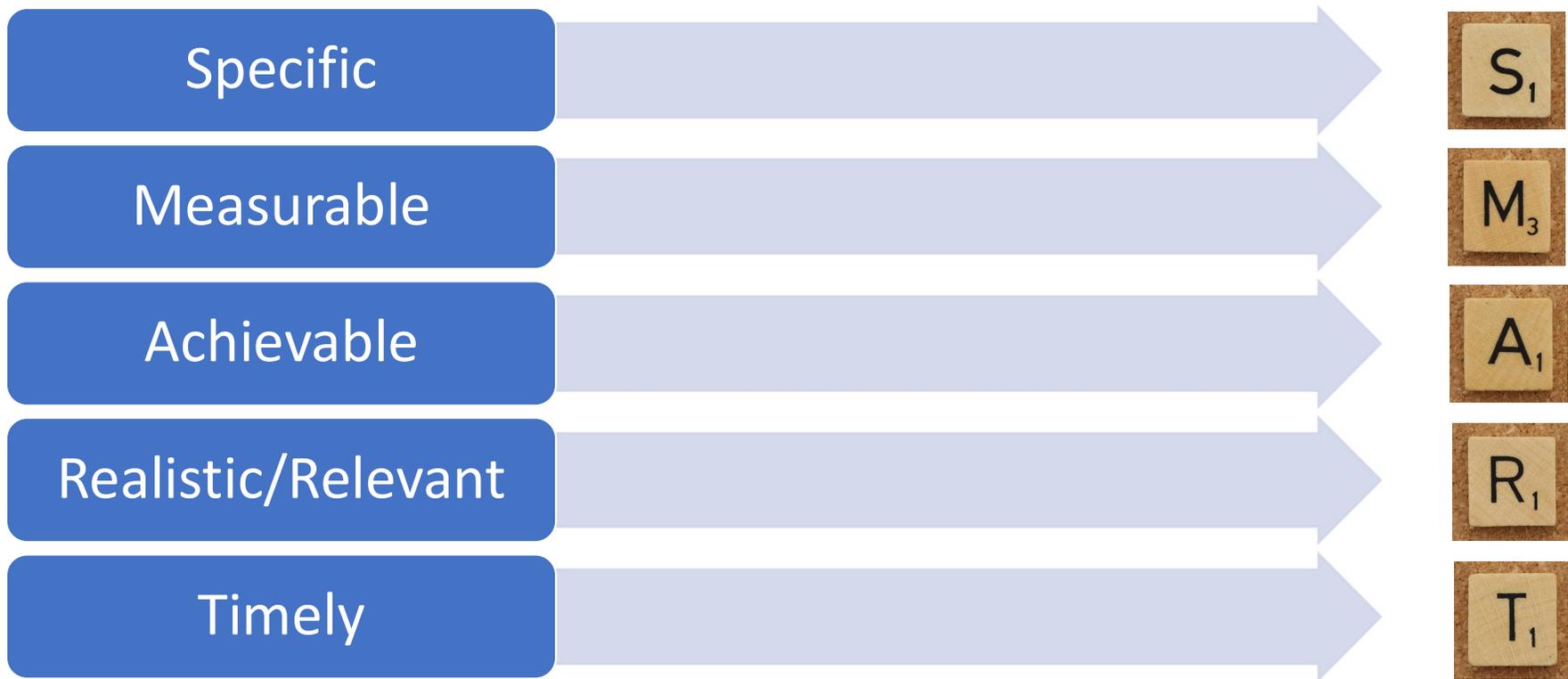
## Goals keep you accountable and help to overcome procrastination

Setting goals makes you accountable to finishing the task

## Goals give you motivation

Goal setting provides the foundation for drive. By making a goal, there is a concrete endpoint to aim for and get excited about. It provides something to focus on.

**SMART** is an acronym that you can use to guide your goal setting...





**Specific:** The goal should be thoughtful and specific about what you want to focus on.

**Professional Goal Example:**

**Not specific:** *Improve our NEO.* This is a good goal, but it leaves questions. What parts of NEO do you want to improve? All of it? Sections of it? Why do you want to improve it? Is there something wrong with it? Is it outdated? Lots of questions!!

**Specific:** *Update the HIPAA section of the NEO training to make it more engaging and creative.* This tells you what you're updating and why.

**Personal Goal Example:**

**Not specific:** *Lose weight.* Again, a good goal, but what do you mean by lose weight? 1lb? 5lbs? More? What is the purpose?

**Specific:** *Lose 15lbs to increase mobility, lessen joint pain, and decrease medication.*  
By adding more specific language, we now know how much weight you want to lose and why.

By adding the specifics to a goal, it provides a purpose. This really helps to keep track of the purpose of your goals and why you have set them. It's especially helpful for those long-term goals that may be worked on over several years or more.



**Measurable:** Choose a goal that is measurable so you can continually monitor your progress.

**Professional Goal Example:**

**Measurable:** Update the HIPAA section of the NEO training to make it more engaging and creative by reviewing the content to ensure it is updated and identify at least one specific game or activity to include within the training that will allow staff to participate in the class.

**Personal Goal Example:**

**Measurable:** Lose 15lbs to increase mobility, less joint pain, and decrease medication by eating healthy portions, increasing water consumption to four glasses per day, including fruits and/or vegetables in every meal and walking for 45 minutes three times a week for the next three months.

By adding the qualitative and quantitative values to your goals, you can measure the progress made and adjust the goal as needed to ensure timely completion.



**Achievable:** A goal should be achievable.

**Professional Goal Example:**

**Measurable:** *Update the HIPAA section of the NEO training to make it more engaging and creative by reviewing the content to ensure it is updated and identify at least one specific game or activity to include within the training that will allow staff to participate in the class.*

\*Reviewing material to ensure it's updated and identifying an activity is achievable as long as you have the time to do so and the subject matter experts available.

**Personal Goal Example:**

**Measurable:** *Lose 15lbs to increase mobility, less joint pain, and decrease medication by eating healthy portions, increasing water consumption to four glasses per day, including fruits and/or vegetables in every meal and walking for 45 minutes three times a week for the next three months.*

\*Increasing water consumption, adding fruits/vegetables into meals and walking more are all achievable if you have the means to attain the food and water and the time and effort to work towards the goal.

Choosing something that is cannot be achieved sets you up for failure. Instead, set yourself up for success by choosing something that is achievable.



**Realistic:** A goal should be realistic.

**Professional Goal Example:**

**Measurable:** *Update the HIPAA section of the NEO training to make it more engaging and creative by reviewing the content to ensure it is updated and identify at least one specific game or activity to include within the training that will allow staff to participate in the class.*

\*Reviewing material to ensure it's updated and identifying an activity is realistic as long as you have the time to do so and the subject matter experts available. Adding an activity to encourage more participation is not an unrealistic expectation.

**Personal Goal Example:**

**Measurable:** *Lose 15lbs to increase mobility, less joint pain, and decrease medication by eating healthy portions, increasing water consumption to four glasses per day, including fruits and/or vegetables in every meal and walking for 45 minutes three times a week for the next three months.*

\*Increasing water consumption, adding fruits/vegetables into meals and walking more are all realistic if you have the means to attain the food and water and the time and effort to work towards the goal.

Be realistic when choosing your goal. Think about how it will affect your day-to-day life.



**Timely:** A goal should follow a set timeline.

**Professional Goal Example:**

**Measurable:** *Update the HIPAA section of the NEO training by the end of the 4<sup>th</sup> quarter to make it more engaging and creative by reviewing the content to ensure it is updated and identify at least one specific game or activity to include within the training that will allow staff to participate in the class.*

\*No timeline was set originally for this goal. By adding a timeline, you are able to hold yourself accountable to progressing toward completing the goal.

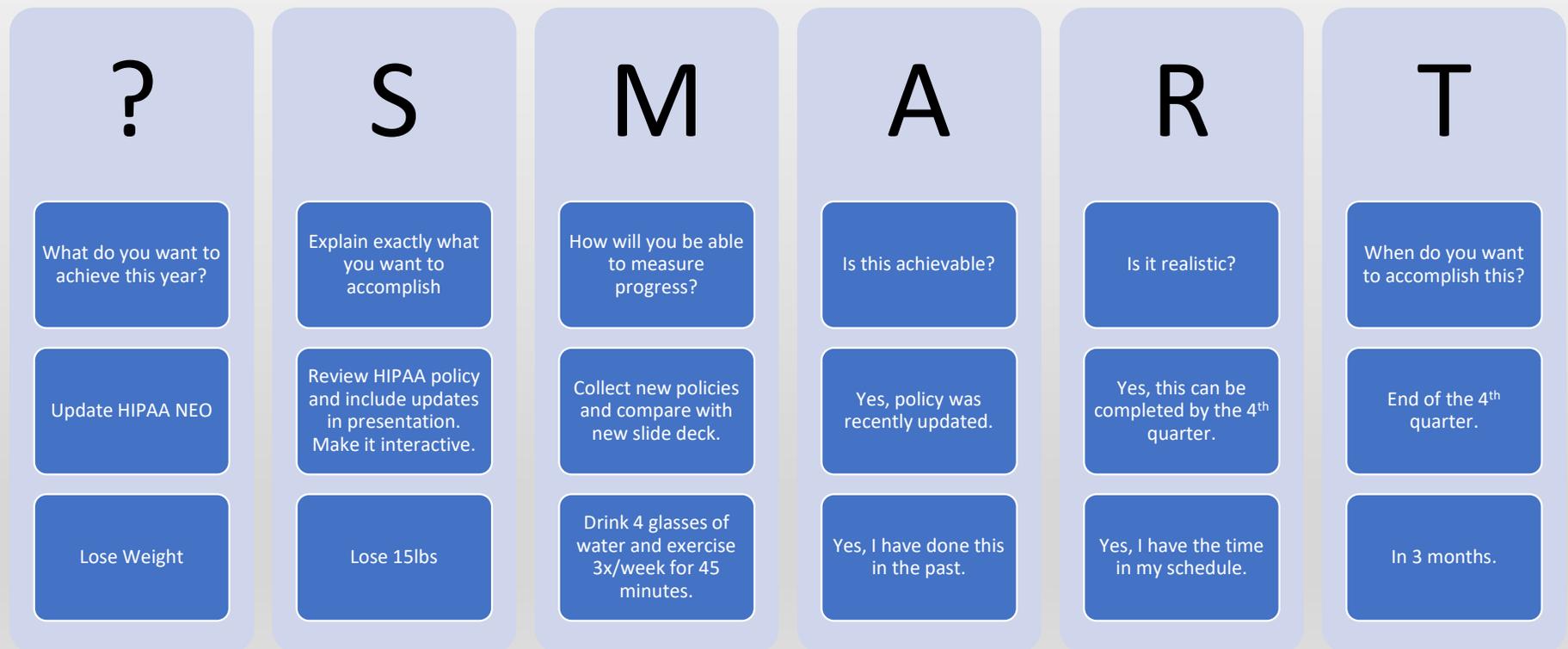
**Personal Goal Example:**

**Measurable:** *Lose 15lbs to increase mobility, less joint pain, and decrease medication by eating healthy portions, increasing water consumption to four glasses per day, including fruits and/or vegetables in every meal and walking for 45 minutes three times a week for the next three months.*

\*This goal has a set timeline of three months. It is realistic and achievable.

Be aggressive and realistic when setting your end time or date. Knowing there's an end in sight will help you focus and push yourself.

# Outlining Goals in SMART Format



# Tracking Your SMART Goal

Name	Goal	Expected Completion Date	Progress/Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> John Smith	<input type="checkbox"/> Update HIPAA	<input type="checkbox"/> End of 4 <sup>th</sup> Quarter	<input type="checkbox"/> Completed Project at beginning of 4 <sup>th</sup> quarter. No further action required.
<input type="checkbox"/> Click to add name	<input type="checkbox"/> Click to add goal	<input type="checkbox"/> Click to add date	<input type="checkbox"/> Click to add note.
<input type="checkbox"/> Click to add name	<input type="checkbox"/> Click to add goal	<input type="checkbox"/> Click to add date	<input type="checkbox"/> Click to add note.



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