The **SMART** Approach

Setting goals is easier and more effective when you have a clear framework. That's where SMART goals come in. The SMART acronym helps you create goals that are Specific, Measurable, Achievable, Relevant and Time-bound. Here's how it works:

S

Specific

A specific goal is well-defined and clear. It answers the questions of "what," "why" and "how."

To make your goal specific, consider:

- *What is the exact outcome I want to achieve?*
- *Why is this goal important or significant?*
- *How will I accomplish this goal?*

M

Measurable

A measurable goal is one that can be quantified or tracked. It involves using concrete criteria to gauge your progress.

To make your goal measurable, ask:

- *How will I measure my progress or success?*
- *What metrics or indicators can I use to track my performance?*

A

Achievable

An achievable goal is one that is realistic and attainable. It should challenge you but still be within the realm of possibility.

To determine if your goal is achievable, consider:

- *Do I have the resources, skills and support needed to reach this goal?*
- *Is the goal reasonable given my current circumstances?*

R

Relevant

A relevant goal aligns with your overall objectives and makes sense in the context of your life or work. It should be meaningful and worthwhile.

To ensure your goal is relevant, ask:

- *Does this goal align with my long-term objectives and values?*
- *Will achieving this goal have a positive impact on my life or work?*

T

Time-Bound

A time-bound goal has a specific timeframe or deadline. It provides a sense of urgency and helps you stay focused.

To make your goal time-bound, establish:

- *When do I intend to achieve this goal?*
- *What is the deadline or timeframe for completion?*

Franciscan
HEALTH

Daily Goal Tracker

On this goal sheet, jot down your objectives in the goals column. Each day, revisit your goals and mark off the corresponding box if you've accomplished the goal for that day.

Goals	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31