

Goal Setting: Examples & Tips

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When Goal Setting, create goals that are SMART: **SPECIFIC**, **MEASURABLE**, **ATTAINABLE**, **RELEVANT** (why it is important) and **TIMELY** (has a date of completion or timeframe of accomplishment).

EXAMPLE 1:

If I want to read more books in a year, a SMART goal may be:

- **SPECIFIC**: My goal is to read 10 (100-200) page books this year on career strategies.
- **MEASURABLE**: I will read 1 (100-200) page book per month.
- **ATTAINABLE**: I will read at least 4 nights a week. My schedule allows me to read on Monday, Tuesday, Thursday, and Saturday night for 1 hour before bed.
 - By not holding myself to read every day allows for flexibility when my schedule changes or something comes up.
- **RELEVANT**: I want to grow professionally and reading books allows me to gain knowledge of strategies to succeed in my career.
- **TIMELY**: I plan to have this goal completed by December 31 st of 2025

EXAMPLE 2:

If I want to prioritize self-care to decrease stress and have a better work/ life balance, SMART goal may be:

- **SPECIFIC**: I want to incorporate self-care within my weekly schedule at least 2 evenings a week.
- **MEASURABLE**: I will engage in reading a book, taking a bubble bath, or walking (healthy/ relaxing activities I enjoy) at least 2 evenings a week. I will track on my calendar when I complete a self-care activity.
- **ATTAINABLE**: I am able to commit to completing 1 self-care activity on Monday, Thursday, or Saturday evening between 6:00pm-9:00pm
- **RELEVANT**: I want to decrease stress, better manage my emotions at home and work, and create a healthier work/life balance.
- **TIMELY**: I plan to have completed at least 8 self-care activities per month in 2025.

A TIP: To help with goal setting is to have multiple copies of your goals. You can have a picture of your goal in your phone, on the wall in your bedroom, the refrigerator, or on a mirror in the bathroom. Having copies of your goal will remind you to work on your goal as well as provide motivation to accomplish your goal.

JUST KNOW: There will be days you fall off track from working on your goal (we get busy, and we are human), know that you can always get back up, pick- up where you left off at, and continue working on your goal.