



SMARTaF Goal Planning

Acronym	Description	Developing SMART Goals
S	Specific	Goals are clear, detailed and unambiguous. A specific goal will usually answer the five "W" questions: What do I want to accomplish? Why: reasons, purpose or benefits of accomplishing the goal. Who is involved? Where? Which: Identify requirements and constraints.
M	Measureable	This term stresses the need for concrete criteria for measuring progress towards attaining the goal. If a goal is not measurable, it is not possible to know whether progress toward successful completion is being made. How much? How many? How will I know when it is accomplished?
A	Attainable	While an attainable goal may stretch you to achieve it, the goal is not extreme. An attainable goal may cause you to identify previously overlooked opportunities to bring yourself closer to the achieving the goals. An attainable goal will usually answer the question: How can the goal be accomplished?
R	Relevant	A relevant goal must represent an objective that your are willing and able to work towards. Does this seem worthwhile to you?
T	Time Bound	A commitment to a deadline helps focus efforts on completion of the goal. Timeliness is intended to prevent goals from being overtaken by the day-to-day crises that invariably arise. When? What can I do today, this week, each week for the next several weeks to reach the goal.
AF	And FUN	If you don't enjoy this, you are less likely to replicate it. A big part of this is finding joy in your new habit and create a reward for when you hit your goal and perhaps another if you are still completing the goal six months from now.

Note: Re-evaluate each goal as you go to make sure they are still relevant and attainable. Once goals have been accomplished, celebrate, then start developing new SMARTaF goals.

Examples of a SMART Goal Using the Template Format: I will research and complete a perimenopause course in the next 12 weeks, in order to improve my knowledge, skills and abilities in creating, analyzing and summarizing data and I will celebrate by planning a dinner with friends.

Steps to creating your SMARTaF goal

Step #1: Get specific. Grab a piece of paper and pen/pencil or plan to type your thoughts. What well-being goal would you like to reach in the next 12 weeks?

Example: Get more centered for stress management because I am anxious

Uff da (what not to do): I want to be the kind of person that meditates at 7am every morning

Step #2: Get measurable. You may find it valuable to dive into the content of the cup you are focusing on at www.wellbalancedcenter.com to help you narrow the focus of your goal. What specifically do you want to accomplish? Who needs to be involved? Why is this important to you?

Example: I want to learn how to do guided meditation five days a week max, I will tell the people I live with that I am aiming for this goal ask for support by asking them to not interrupt me when I indicate that I am going to meditate. This goal is important to me because I feel edgy and anxious about the world and I am not as happy or as calm as I used to be.

Uff da: I will set my alarm for 5am, sit on my newly purchased zafu pillow and think about why I am on this planet right now and what I should be doing with my life, then write it down and make it happen.

Step #3: Is it attainable? A good goal will stretch you to achieve it, but not be too extreme. An attainable goal will usually answer the question: How can the goal be accomplished?

Example: If each week, I am managing to sit with my guided meditation for either more time or more depth, aiming for 10% improvement in either and/or I am learning about what is getting in my way, then I am making progress.

Uff da: I want to become a different person at the end of this 12 weeks and want to fast forward to be happier, wiser and more calm each week by doing the same thing over and over.

Step #4: Is it relevant? What logistics, level of creativity and experimentation need to be involved How will you measure progress and know if you've successfully met your goal Does this seem worthwhile? Do you have the skills to achieve the goal? How can you break down this goal into 12 weeks, via about 10% improvement each week to make it happen? Being humbled IS progress.

Example: I have a smart phone and will download the Spotify app, I have searched for Guided Meditations and found a few I like and a few I do not like and am going down a rabbit hole of the ones I do like before I go to sleep once or twice a week, working up to about six days a week.

Uff da: I am trying to get other people in my life to remind me to sit still for 45 minutes without any interruptions and I pinch myself in anger every time I get distracted, even though they aren't interested in this goal for themselves. I think I am a failure and I am sick of this process. This is bs.

Step #5: Time bound. A relevant goal must represent an objective that the goal-setter is willing and able to work towards. Why does this seem worthwhile for you? Is your goal aligned with a bigger goal of leading a more vibrant life? Are there some steps you could integrate in the next few months to make it more enjoyable and thus last longer in your life? How do your values align with your goal?

Example: This is worthwhile to me because I am ready to feel more relaxed in my own mind and by doing this on a regular basis, I will build a set of tools to rely on when I feel overwhelmed.

Uff da: I am just ready to feel more relaxed so I will listen to a 30 minute guided meditation every day after lunch until I feel better.

Step #6: Time bound. What is realistic in the next 12 weeks? Are you open to modifying your goal to something you are sure to meet or break it into two 12 week goals?

Example: I am going to start by listening to one under 10 minute guided meditation

Uff da: I need to listen to 30 minutes of a meditation that someone told me I should do to get better.

Step #7: And FUN! Plan a celebration when you reach your 12 week goal? The celebration does not to be directly related to your goal. It could be a treat, an ice cream, brunch with friends, or taking a moment to just be happy for yourself and writing down what you learned. Tell those you care about that you did it. Then, celebrate again when you're still doing it six months from now and repeat.

Example: I will take a few moments to jot down all the things I learned the past few weeks and tell a friend then see if they want to go out to dinner at a place I have been wanting to try.

Uff da: I am going to post on my social media that I crushed my goal then delete the app I used to listen to those loser guided meditations.

You should have about 12 micro action steps to take to meet the goal, small or large, just taking action each week towards your goal. Every Sunday on your calendar write down your action step for the week and plan a celebration for when you reach your goal.