



WELL BALANCED CENTER: SMARTaF GOAL (aF = and Fun)



Building a Clear Goal



- Why? This activity is designed to strengthen your goal crafting skills.
- Achieving goals helps us gain momentum in whatever we want to do.
- The SMART goal outline gives us the clarity and strategic edge we need to side step or punch through all the obstacles that present themselves as soon as we make a plan to do almost anything.
- By walking yourself through this goal process, you'll design your your path to better well-being.



HOW TO BUILD A SMARTAF GOAL

1. Study the chart on the next page, describing the different elements of a SMARTaF Goal (aF = and Fun)
2. On a blank piece of paper/document, add your name and today's date, so you can save it as a reference for your first SMARTaF Goal. This will become part of your quarterly plans moving forward.
3. Take a moment to get quiet and honest with yourself. Refer to your calibration activity. What first goal would you like to achieve around changing your sense of wellness and balance?
4. Bounce back and forth between our SMARTaF Goal chart and yours. Use the empty box after each term to address your particular goal's "specifics", "measurability", "attainability" etc.
5. When you've finished your chart, save and print a copy. Put it in a place where you can see it on a regular basis.
6. Next, we'll talk about what you noticed about yourself as you created this first goal.

Acronym	Description	Developing SMART Goals
S	Specific	Goals are clear, detailed and unambiguous. A specific goal will usually answer the five "W" questions: What: What do I want to accomplish? Why: Specific reasons, purpose or benefits of accomplishing the goal. Who is involved? Where can I fit this in my life? Identify requirements for success and constraints to overcome.
M	Measurable	This term stresses the need for concrete criteria for measuring progress toward the attainment of 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 the goal-setter in order to achieve it, the goal is not extreme. An attainable goal may cause goal-setters to identify previously overlooked opportunities to bring themselves closer to the achievement of their 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 the goal-setter is willing and able to work towards. Does this seem worthwhile?
T	Time Bound	The fifth term stresses the importance of giving goals a target date. A commitment to a deadline helps focus efforts on completion of the goal on or before the due date. Timeliness is intended to prevent goals from being overtaken by the day-to-day crises that invariably arise in an organization. By when will I achieve my goal? What can I do 6 months from now? What can I do 6 weeks from now? What can I do today?
AF	And FUN	If you don't enjoy this, you are less likely to replicate it. Also, create a celebration when you have infused the habit into your life.

TIME TO CREATE YOUR FIRST GOAL!



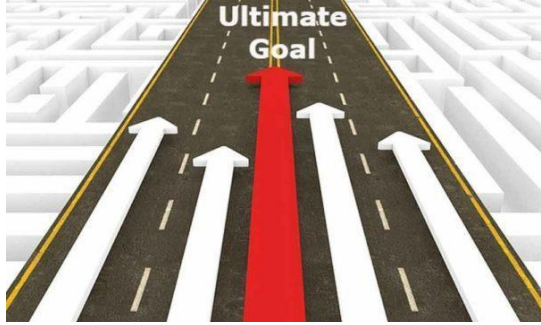
- Time to pick **an achievable and desirable goal** .
- Review your calibration results, find something simple you can achieve in 10 or so weeks
- On a piece of paper, write the goal at the top of the page in big bold letters
- Designate a micro step you need to take each week of the 10-11 week period
- Allow for some flexibility to have extra productive weeks and setback weeks
- At the bottom of the page write the way you will celebrate your goal
- **Share with a couple people you care about, so you are more accountable**

MY SMARTaF GOAL

S	Specific	
M	Measurable	
A	Attainable	
R	Relevant	
T	Time bound	
a F	and Fun	



My SMARTaF goal is:



- SMARTaF Reflection Activity:

1. Are you happy/pleased/excited about the goal you set?
2. Do you think or wish you could revise it? How?
3. Who will you share your goal and milestones with?

PLAYING WITH GOAL CRAFTING



Suppose my BIG goal is to get more rest. To improve my initial state of relaxation my micro-step is to shut off electronic devices by 9:30pm.

Observe: I had no idea I got so many texts and personal emails in the evening. Build a strategy around letting people know I'm taking a break from 9:30pm on.

Question: What about a movie on my laptop? Time to observe. Does it take longer after watching a movie to unwind? Review what nights I watch movies and how I feel the next day.

Experiment: What about that Kindle for my reading? Is it better to have a light on with a book? Try out what allows you to fall asleep with relative ease.

Solutions: What if I wake up at 2 a.m. and can't go back to sleep? Light on with book? Kindle? Bedtime stories podcast or sleep sounds? What works for me?



Team Meeting Check In Questions

This may not be new to everyone, but hopefully, the calibration activity sparked a new approach to it. Who wants to share more about their SMARTaF goal, how they came about it and what they learned?

Extra credit: Write or record a letter to yourself with the same amount of care that you would a mentor or someone you respect. Include the things you have overcome, your fears and perhaps how you have navigated some of your previous fears, about the things that make you stand out in a positive light.

Management Tip



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How we keep each other in the loop and up-to-date reflects our respect for each others' time and energy, drives accountability, and our desire to collaborate towards goals. Communication takes commitment. As leaders, it is our role to ensure the team knows the big picture.

1. *Do I start team meetings by checking in, then providing big picture updates clearly enough? A project's context, overview, purpose, and impact are clear to you as the leader but may not be clear to others. The WHY of a project is a motivator to prioritize, focus, and collaborate.*

2. *Am I asking for and truly listening to my team's perspective?*

Make sure you respect and take advantage of your team's unique skills. Fostering a team environment where people feel safe to share their opinions.

3. *Am I making top priorities clear?*

Your team can't read your mind, remind yourself using your preferred technology to share top priorities including why they are important, and how you are measuring success. Seek to collectively solve problems as often as you celebrate wins.