

Intro

Every year, I love to set goals. Unlike resolutions, goal setting requires a bit of planning. It is more than making a promise, it is a process where you create actionable and doable steps with a realistic deadline. These are called SMART goals:

- S is for Specific
- M is for Measurable
- A is for Actionable
- R is for Realistic or Reasonable
- T is for Time-Bound

So, instead of saying “I want to lose 50 pounds before the end of the year”, your goal should be more like: “I will lose 5 pounds a month by exercising at least 5 times a week and cutting back on sweets by half.” This goal is more specific, it is measurable (pounds); it has action steps: exercise and diet guidelines; it is realistic (instead of promising to ‘exercise every day’ or ‘cut out sweets completely’) and it is time-bound (per month).

So what’s in the workbook:

- Goal Drafting worksheet
- Goal Review & Reflection worksheet
- List of common goals/goal areas
- Assorted graphics to help track your goals and habits

If you have any questions, please feel free to email me at:
dionnem@homemadeourway.com

Good Luck on all your goals!!!

Dionne

Drafting a Plan

Goal: _____

Motivation: Why is this goal so important to you?

What's It Going to Take? List all the changes you need to make in order to reach this goal. For example, wake up earlier.

Tasks Involved: List any tasks associated with this goal. For example: "sign up for gym membership." Then, for each task, provide a date or deadline for its completion. If this is an ongoing task, write down its frequency. For example: daily task, MWF task, weekly task.

_____	_____
_____	_____
_____	_____
_____	_____

Measure of Progress: Indicate how you will track your progress with this particular goal. These tools can include habit trackers, graphs, a journal, word count, etc.

Expected result: What do you expect to happen when you reach this goal?

Goal Review & Reflection

Goal: -----

Did you accomplish this goal? If yes, list those things that you feel helped you complete this goal. For example, I got up earlier, I saved more than I was required to, or I used a planner.

If no, why do you think you were unable to complete this goal?

Here are some suggestions to help you with those goals you were not able to accomplish.

- Go back and review your goal and make sure it is a SMART goal.
- Are there any missing steps that you may have forgotten to write down?
- Is the goal too big?
- Can you break it down further?
- Do you need a system to help you keep track like a planner or habit tracker?
- Review goals you did complete and see if there is something you can apply to this goal.
- Lastly, if you did not attempt this goal, ask yourself if it is a goal you really want to work on. If not, cross it off your list.

Appendix A

The following are common goal areas and associated goals. This is not a complete list. Feel free to add more.

Health

- Physical Fitness
- Diet/Nutrition
- Sleep
- Water Intake
- Skin Care
- Dental

Self-Improvement

- Mood
- Habits
- Education
- Reading

Relationships

- Companionship
- Marriage
- Children
- Family
- Friends

Spirituality

- Reading
- Journaling
- Meditation

Finances

- Saving goals
- Retirement goals

Career

- Education
- Promotion

Recreation

- Travel/Vacation
- Sports
- Crafts

Giving

- Charity
- Community Works
- Volunteer

Projects

- Home Renovations
- Crafts

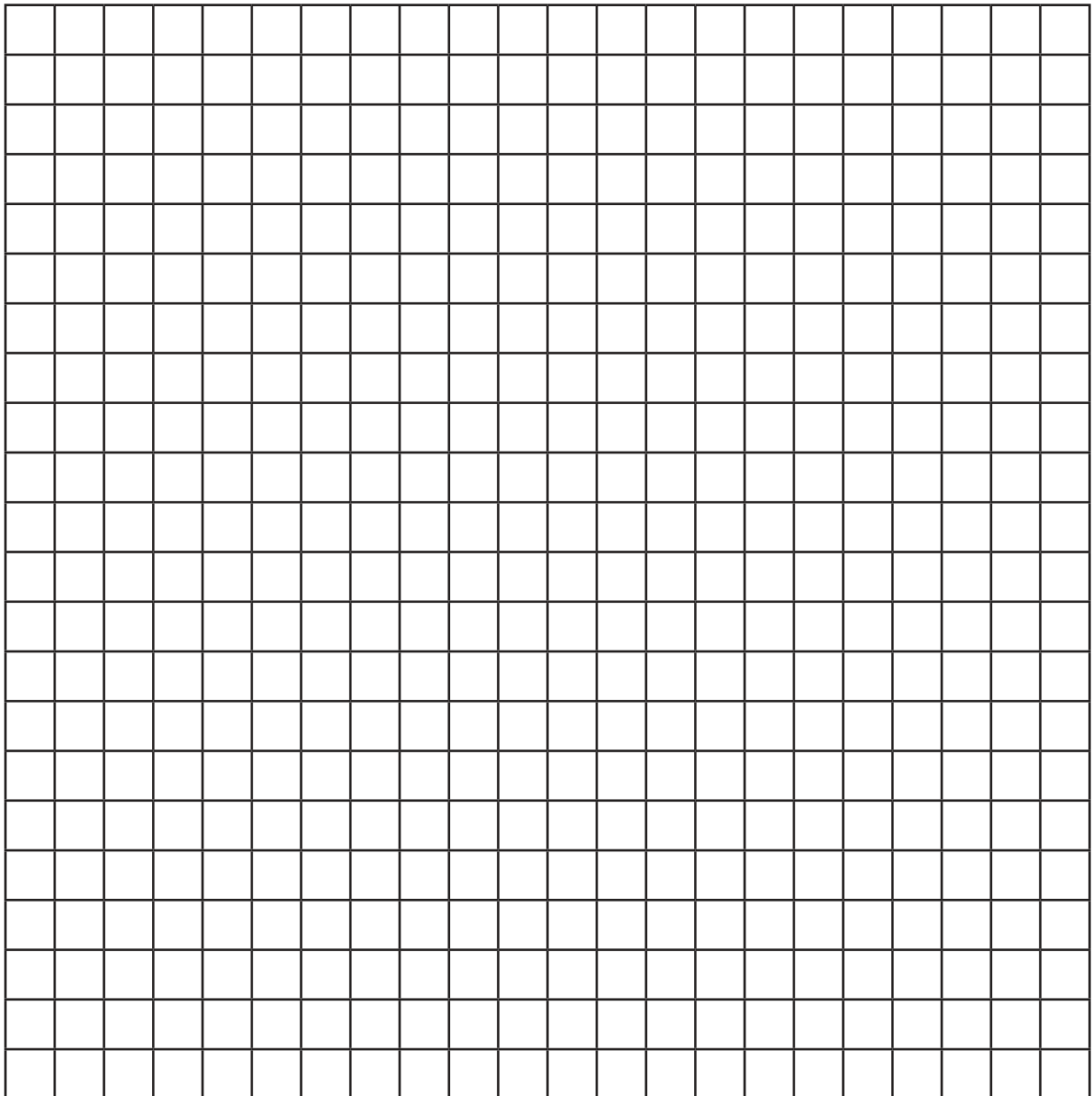
Appendix B

Use this tracker to maintain all your good habits needed to reach your goals.

Habit	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	

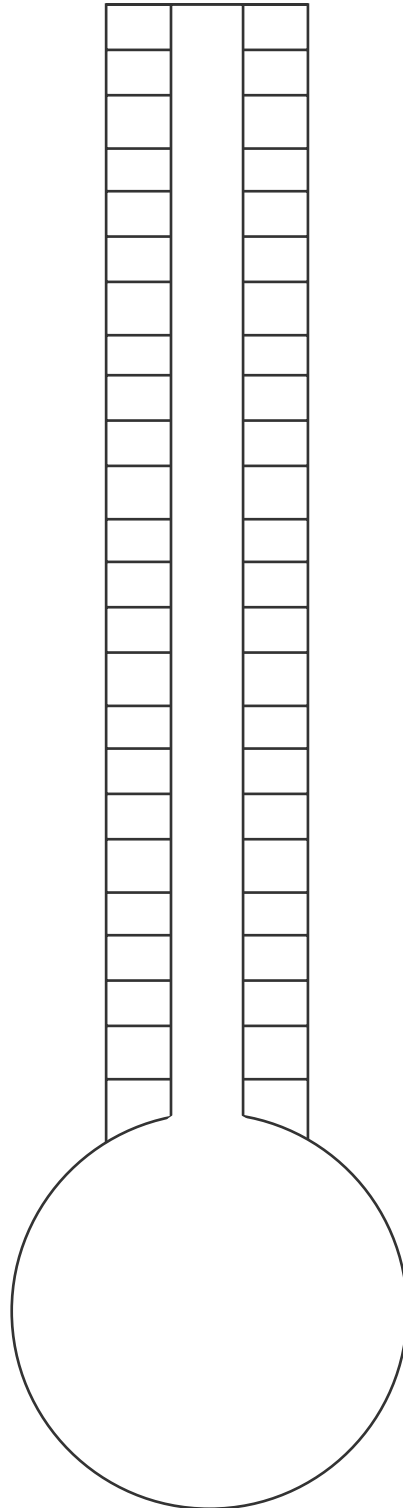
Appendix C

Use this graph to track things like weight, savings, or water intake.



Appendix D

Use this 'thermometer' to keep track of goals with an endpoint like money owed on a debt or amount of books to read within a year.



Appendix E

Use this tracker for small goal tasks. You can also use it to track your weight.

Start

Finish