



Formatting your Goals: BE SMART

Hopefully you have some goals you are working on. A sense of what you are working towards is essential when working with this table. If you know where it is you want to be and have some goals clear in your mind, let us look at how to format them.

A common format is to create "BE SMART" goals (Specific, Measurable, Action, Reward, Timing, BEnefits).

1. Specific (WHAT) – Describe what you want as clearly as you can.
2. Measurable - How will you know when you have achieved your goal or if you are getting closer?
3. Action (HOW) - What action is most needed to accomplish your goal?
4. Reward (CELEBRATION) - Identify a meaningful reward for when you achieve your goal, e.g., buy yourself something, have a party, etc.
5. Timing (WHEN) - Set a date for completion, set dates for reaching milestones or establish a rate (e.g., lose 2 pounds per month) that will get you to your target.
6. Benefits (WHY) - Why do you want to attain this goal? Connect with your motivation, values, purpose and essence.

EXERCISE:

Set up a table like the one below to write out your goals.

Example: "I see my home as sold (S) for \$100,000 (M) by March 1 of next year (T) by cleaning it, painting it and listing it (A) so I can be creative and peaceful in a new home that is more roomy, sunny and conveniently located (BE) and when I move in, I will have a big house party (R)."

S	M	A	R	T	Be
I see my home as sold	\$100,000	cleaning it, painting it, and listing it	I will have a big house party	June 1, 1999	I can have a new home that is more roomy, sunny and conveniently located
Goal #2					
Goal #3					
etc.					

The key here is to be as specific as you can about what you want. It is also important that you make your goals realistic. Only you can judge what is attainable for you, and it may take some practice to get a feel for this. If you are unsure about how much you can accomplish first time around, set goals you are confident you can meet. You must be able to believe that you can reach your goal. Success breeds success, so to begin with, it's important that you meet your goals. Once you are more comfortable with the process, you will be inspired to reach higher. You may be surprised at just how capable you are once you clearly know what you're after!