

Creating S.M.A.R.T. Goals

Specific
Measurable
Attainable
Realistic
Timely

Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- *Who: Who is involved?
- *What: What do I want to accomplish?
- *Where: Identify a location.
- *When: Establish a time frame.
- *Which: Identify requirements and constraints.
- *Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see

yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

Timely - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

T can also stand for **Tangible** - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.

Goal Setting Exercise

S – Specific <ul style="list-style-type: none">• Identify who, what, where, and when	
M – Measurable <ul style="list-style-type: none">• Determine a way to assess how successful the goal is•	
A – Attainable <ul style="list-style-type: none">• Plan actions and steps wisely	
R – Realistic <ul style="list-style-type: none">• Ensure you can stick with it	
T – Timely <ul style="list-style-type: none">• Give the goal a time frame	
E – Evaluate <ul style="list-style-type: none">• Consider the progress made and determine if the goal needs to be adjusted	
R – Reward <ul style="list-style-type: none">• Implement a healthy reward to enjoy for maintaining the goal	

Goal: _____

JOURNALING

Journaling can serve two very important functions in recovery. It can be an opportunity for personal growth and self discovery and it serves as a personal chronology of your journey through recovery and life.

As a tool for self-discovery, journal entries are therapeutic. By writing thoughts and feelings down, no matter how disorganized or ungrammatical our style, we are working our way through difficult issues and integrating new learning.

How does this work? The skeptic may ask. Experiences in our life are often difficult to talk about and the feelings may be buried. In recovery, however, what gets buried raises its head one way or another. Journaling is a safe and private way of understanding our feelings. A journal can be a great best friend to confide in. As a personal chronology of our lives, a journal allows us to look back and measure how far we have come. It shows us when we are stuck in or repeating old behaviours. It records triumphs and low points and stores a wealth of solutions and ideas.

We have included some helpful hints to make it easier to start. Once you get started, it gets easier each time and soon becomes an activity that you value and enjoy. Journaling will be discussed in your recovery groups and you will have an opportunity to problem solve and gain more instruction and direction on how to maximize the benefits of journaling.

JOURNALING

- It sometimes helps to take a few quiet moments. Quiet your mind and see what comes up. Focus
- Date every entry – years from now you won't have to guess.
- Keep what you write.
- Write quickly, and don't worry about grammar or neatness.
- Start writing and keep writing.
- Tell the complete truth without judging or analyzing your feelings.
- Protect your own privacy if you need to.
- Write naturally – be yourself for yourself.
- Express yourself in your style. Write in circles, draw pictures and write poetry or profanity. Anything goes.

SUGGESTED THINGS TO WRITE ABOUT

- Personal feelings and thoughts – always
- Day's events
- Some conflict or confrontation that is on your mind.
- Relationships
- Unresolved past issues
- Future goals – hopes and dreams

- A perplexing problem
- A special joy – a major life event

STYLES

- Diary style
- Write a letter and don't send it
- Write a conversation between you and your emotion, an event, your body, a material possession, a pet, God
- Write lists: things I need, things I like about myself, things I fear, things I feel stress about

ANYTHING THAT IS A CURRENT ISSUE FOR YOU IS A GOOD SUBJECT FOR A LIST.