



Goal-setting Tip Sheet

Setting goals makes it easy to follow your progress; it allows you to identify exactly what you want to achieve, how you will achieve it and where you have to concentrate your efforts. Think about a part of your lifestyle or health that you'd like to change.

Be focused and realistic: Ask yourself “what, when, how many, how much?” This way, you'll know when you have achieved the goal and realize the satisfaction from having achieved it.

Keep goals small: Keep the goals you are working towards small and achievable. This way you will have more opportunities for reward.

Here are five tips to help you define and reach your goals.

- Identify your goal by **writing it down**
- Set a **deadline** for your achievements.
- List the **obstacles to overcome** in accomplishing your goal.
- List the skills, tools, support or **knowledge you will need** to reach your goal.
- Develop a **plan of action** to reach your goal.

Here are three examples of a well-defined goal:

- “I will smoke one less cigarette, each day, for the next three weeks.”
- “I will cut 500 calories from my diet each day for the next month to lose weight.”
- “I will get off the bus one stop before my appointment to walk the extra three blocks for the next two months.”

Take the time to enjoy the satisfaction of achieving your goal. Reward yourself by doing something that is meaningful to you. Also, take the time to reflect on what you have achieved and how it has impacted your health.

Remember to take baby steps. Creating an unrealistic goal (I will go to the gym every single day and only eat lettuce) is pretty hard to attain for anyone. Goals give you a final destination to aim for, but taking baby steps will still make feel like you've accomplished something and are on the right track, which will, in turn, keep you moving in the right direction. Once you've broken a rigid resolution, however, it's easier to feel like a failure and give up.

If you slip up—don't give up! Just hop right back on track toward your goal—you will get there.



My Goals Worksheet

Date: _____

My goals are (i.e., walk one more mile this week, start a food journal for a month, smoke five less cigarettes a day this week, etc.):

I will strive to achieve this goal by (date/deadline):

I will be aware of obstacles that may keep me from reaching my goal, including:

I will be aware of and strive to manage ways that I can sabotage my progress towards this goal, including:

The tools and supports I need to reach this goal include:

My plan of action includes: _____
