

## Writing an Effective Goal Statement

Rules for writing goal statements:

1. Use clear, specific language.
2. Start your goal statement with TO + a VERB
3. Write your goal statement using SMART Goal Criteria
4. Avoid using negative language. Think positive!

An example of a goal statement:

- *To run the mini marathon in May and complete the 10 mile race in under 1 hour to beat my personal best time.*

Notice how the above example begins with the word “To”, includes the verb “run”, and tells what (the marathon), why (to beat personal best time) and when (May).

### Activity

Use this worksheet to identify the specific SMART criteria you will use to write your goal statement.

What is your basic goal? \_\_\_\_\_

1. Is it **specific**? (Who? What? Where? When? Why?)

**S**

\_\_\_\_\_

2. Is it **measurable**? How will I measure progress? (How many? How much?)

**M**

\_\_\_\_\_

3. Is it **attainable**? (Can this really happen? Attainable with enough effort? What steps are involved?)

**A**

\_\_\_\_\_

4. Is it **realistic**? (What knowledge's, skills, and abilities are necessary to reach this goal?)

**R**

\_\_\_\_\_

5. Is it **timebound**? (Can I set fixed deadlines? What are the deadlines?)

**T**

\_\_\_\_\_

### My Goal Statement

Use the SMART worksheet you just completed and the rules above for writing a goal statement. This should be a work-related goal that you would like to achieve in 12 months or less. Repeat this exercise as needed to write other goal statements.

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