

BEHAVIORAL HEALTH WELLNESS SHORT

S.M.A.R.T. GOALS

Setting intentions for the New Year helps us to focus on personal growth.

Learn how to use your strengths to effectively achieve personal and professional success with the S.M.A.R.T. goals technique!



The real value of setting and achieving goals lies not in the rewards you receive, but in the person you become as a result of reaching your goals.

—Robin Sharma

Goal setting is a tool that we use to bring about a specific outcome. It helps us envision and bring clarity to things we are working toward, while guiding us through certain objectives along the way. There are a multitude of techniques we can use to set both short and long-term goals.

One of the most utilized techniques is the concept of [S.M.A.R.T Goals](#). This is an extremely beneficial tool used across different professional disciplines, and has now been adopted as a standard in setting personal goals as well.

S.M.A.R.T. GOALS ARE...



S

SPECIFIC

What will be accomplished? Think of the “W” questions (who, what, when, where).

Example: *“I will update my resume and LinkedIn profile to reflect my most recent skills and experiences by next Friday.”*



M

MEASURABLE

*How will I know when the goal is attained?
How do I track my progress?*

Example: *“I will apply to at least five positions per week and track applications in a spreadsheet.”*

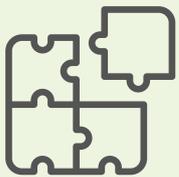


A

ACHIEVABLE

Do I realistically have the time, skills, and resources needed to accomplish this goal?

Example: *“I will spend one hour each weekday searching and applying for jobs, which fits into my current schedule.”*



R

RELEVANT

Why is this particular goal important? Is this goal aligned with my personal values?

Example: *“Applying to roles in healthcare administration supports my long-term goal of working in behavioral health coordination.”*



T

TIME BOUND

A clear deadline will create accountability and help us keep track to reach the goal.

Example: *“I will secure at least three interviews within the next six weeks.”*

HABIT STACKING:

Habit stacking pairs perfectly with SMART goals because it helps turn intentions into consistent actions.

The technique was popularized by James Clear in his book *Atomic Habits*.

Instead of starting from scratch, you attach a new habit to something you already do consistently.

It uses the formula:
“After [Current Habit], I will [New Habit].”

Habit Stacking: Build Success Through Existing Routines



Start with well established habit.

Stack the new habit with the existing one.

Increase chances of maintaining the change.

Start Small:

Make the new habit tiny so it's easy to do, then build up.

- *After I turn off my alarm, I will stretch for 30 seconds.*
- *After I brush my teeth, I will floss.*
- *While I'm driving to work, I will listen to a podcast.*

DID YOU KNOW?

WRITING DOWN CAREER GOALS LEADS TO:

INCREASED SUCCESS RATES: PEOPLE WITH CLEAR, WRITTEN GOALS ARE 10 TIMES MORE LIKELY TO ACHIEVE SUCCESS THAN OTHERS WHO DO NOT.

IMPROVED PERFORMANCE: SETTING CHALLENGING BUT ATTAINABLE GOALS CAN LEAD TO UP TO 90% BETTER EMPLOYEE PERFORMANCE.

ENHANCED MOTIVATION: EMPLOYEES WHO SET GOALS ARE 14.2 TIMES MORE LIKELY TO FEEL INSPIRED AT WORK.

QUICK TIPS:

EXECUTING GOALS AND IMPLEMENTING NEW HABITS CAN FEEL OVERWHELMING.

TO REDUCE FEELINGS OF STRESS:

- CREATE A VISION BOARD
- FIND AN ACCOUNTABILITY PARTNER
- MANAGE CHANGES WITHIN YOUR GOAL
- REMEMBER YOUR “WHY”
- STAY POSITIVE DURING THE PROCESS
- FOCUS ON PROGRESS, NOT PERFECTION
- ABOVE ALL, DON'T GIVE UP!



References:

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- ucop.edu/local-human-resources/_files/performance-appraisal/How+to+write+SMART+Goals+v2.pdf

For more information on EDSI's Wellness to Work Initiative, please visit: www.edsi.com/pillar-pages/wellness-to-work

