

Utilize SMART Goals

S- Specific. Let the coachee come up with '*exactly* what'.

Example: (Goal = Getting a Drivers License)

-NOT Specific- "I will get my drivers license."

-Specific- "I will research and gather all necessary paperwork to take to DMV."

M- Measurable. How much? There should be number involved.

-NOT Measurable- "I want to take my driving test this week."

-Measurable- "It should take approximately 1 hour to complete research and gather necessary paperwork."

A- Achievable- Each goal needs to be attainable within time constraints.

-Many times, this means breaking larger goals into smaller ones.

-NOT Achievable: "I will go buy a vehicle in the morning."

-Achievable: "I am able to gather paperwork from 8pm-9pm."

R- Relevant- Why is this goal being set?

-Does it contribute to the 'ultimate goal'?

-NOT Relevant- "I'm going golfing at 9am for two hours on Friday."

-**Relevant**- "**My ultimate goal is to purchase a truck within a year and I need my drivers license to be able to drive.**"

T- Time-Bound- Through good questioning, let the coachee choose the proper time parameter.

-NOT Time-Bound-"I will get my Driver's License this week."

-**Time Bound**- "I'm going to research and gather paperwork for the DMV on **Tuesday from 8pm-9pm.**"

***Writing good SMART goals takes practice for most people.
Give examples and practice with the coachee.***

SMART GOAL EXAMPLE FOR COACH

****SMART Goal to Be Completed in the Next 7 Days****

EXAMPLE

Specific- What exactly is your goal?

-I will research and gather all necessary paperwork to take to the DMV.

Measurable- How Much?

-It should take approximately 1 hour to complete research and gather necessary paperwork.

Achievable- Can you complete it?

-I am able to gather paperwork from 8pm-9pm.

Relevant- Do they align with your ultimate goal?

-My ultimate goal is to purchase a truck within a year and I need my driver's license to be able to drive.

Time-Bound- Is it within a time frame you can work?

-I am going to research and gather paperwork for the DMV on Tuesday from 8pm-9pm.

SMART Goal- Combine the points above into one SMART Goal!

-To **research and gather all necessary paperwork for the DMV** on **Tuesday from 8pm-9pm** in order to **get my driver's license and reach my ultimate goal to purchase my own vehicle.**

State your '**WHAT**', '**WHEN**', and '**WHY**' in your SMART Goal!

SMART GOAL

Specific- What exactly is your goal?

Measurable- How much?

Achievable- Can you complete it?

Relevant- Do they align with your ultimate goal?

Time-Bound- Is it within a time frame you can work?

SMART Goal- Combine the points above into one SMART Goal!
