

Developing SMART Goals and Setting Routine

Specific – What is it exactly that you would like?

Measurable – How will you know when you’ve got it?

Achievable – are you capable of the goal? Do you have the necessary experience/ training to achieve it?

Realistic – How realistic is it?

Timed – When would you like it by?

Example SMART GOAL:

I will complete an introductory Spanish lesson course in three months time by registering with U of T Online Continuing Education Program. I will commit 10 hours per week to assignments and homework.

Helpful questions to consider when setting SMART GOAL:

- What exactly do I want to achieve (Be Specific)?
- How Will I know when I have got it (Measurable, include dates, time, places etc)?
- How do you know you are capable of reaching this goal? (Achievable – give evidence to back it up)
- How realistic is this goal? (Is it actually realistic to set it, i.e. am I setting the right time frame, the right measurement etc)
- How long will it take me to reach this goal? What time limit am I giving it?

Incorporating Goals Into Routine

Circle the items below that are a part of your routine and identify how many minutes the activity typically takes to complete. Then, assign a time of the day that you can work on those items in the chart on page two.

Shower ____	Household Chores ____	Work ____	Other _____
Breakfast ____	Meal Prep ____	Leisure 1 ____	Other _____
Lunch ____	Course Work ____	Leisure 2 ____	Other _____
Dinner ____	Exercise ____	Leisure 3 ____	Other _____
Snack 1 ____	Caring for pets ____	Socializing ____	Other _____
Snack 2 ____	Social Media ____	Other (Describe) _____	

