

Goal Setting Worksheet

Step 1: A key focus in ACT is setting our goals guided by our values. Therefore, Step 1, before any goal setting, is to clarify what value(s) is (are) underlying your goals.

Step 1: My value(s) underlying these goals are:

When it comes to setting goals, make sure you set a SMART goal. There are different versions of this acronym. In my version, SMART stands for:

Specific: *specify the actions you will take, when and where you will do so, and who or what is involved. Example of a vague or non-specific goal: "I will spend more time with my kids." A specific goal: "I will take the kids to the park on Saturday to play baseball." A non-specific goal: "I will be more loving towards my wife." A specific goal: "I will ring my wife at lunchtime and tell her I love her."*

Meaningful: *The goal should be personally meaningful to you. If it is genuinely guided by your values, as opposed to following a rigid rule, or trying to please others, or trying to avoid some pain, then it will be meaningful. If it lacks a sense of meaning or purpose, check in and see if it is really guided by your values.*

Adaptive: *Does the goal help you to take your life forwards in a direction that, as far as you can predict, is likely to improve the quality of that life?*

Realistic: *The goal should be realistically achievable. Take into account your health, competing demands on your time, financial status, and whether you have the skills to achieve it.*

Time-bound: *to increase the specificity of your goal, set a day, date and time for it. If this is not possible, set as accurate a time limit as you can.*

Step 2: Write down a graduated series of goals, starting from tiny simple goals that can be achieved right away, to long term goals that may not be achieved for months or years.

Step 2: Some of My Goals Are:

An Immediate Goal (something small, simple, easy, I can do in the next 24 hours)

Short Term Goals (things I can do over the next few days and weeks)

Medium Term Goal(s) (things I can do over the next few weeks and months)

Long Term Goal(s) (things I can do over the next few months and years)