**GOAL SETTING (AIM SMART)**

*Setting a realistic goal and an action plan to achieve it*

**SETTING THE GOAL:**

*When you set a goal for yourself, you need to AIM towards working on realistic goals. Procrastination and overwhelm often come in when we are only thinking about the complete, “ideal” outcome. Using the AIM approach, you can decide where you want to start (I suggest the “middle”).*

A – ACCEPTABLE

What is the minimum mini-action you could do?

I – IDEAL

What is the maximum you could do in an ideal world? (This would be the ideal vision, ultimately)

M – MIDDLE

What is the middle, manageable, realistic stretch you could do?

**PLAN OF ACTION:**

*Then, once you have the goal to AIM for, you follow the SMART process.*

*S.M.A.R.T. stands for:*

S – SPECIFIC

What is the specific first step towards this goal?

M – MEASURABLE

For the specific step, what is the qualitative or quantitative measure of success?

A – ACHIEVABLE

Is the stated specific first step possible to achieve? (if not, revisit “S”)

R – REASONABLE

How reasonable is it for you to achieve that step at this time?

T – TIME-ORIENTED

By when, exactly, will you complete the first step of the goal? (Not the entire goal)