



Goal Setting Workbook

How to create powerful and effective goals, so you can live the life you want!

Little Steps, Big Happy

What goes into a powerful and effective goal?

A good goal is specific, in line with your priorities, and helps you create an action plan to help you achieve it. To help make sure your goal is actually useful, we are going to use the acronym S.M.A.R.T.

Are my goals S.M.A.R.T.?

S.M.A.R.T. stands for specific, measurable, achievable, relevant, and timely.

- **Specific:** What exactly do you want to achieve?
- **Measurable:** How can you measure your progress towards your goal?
- **Achievable:** Is this goal something you can realistically achieve?
- **Relevant:** Is this goal relevant to the things you want in your life?
- **Timely:** Set a deadline for when your goal should be accomplished.

By using this model, we can take a vague goal of "I want to lose weight," and turn it into "I want to lose 45 lbs in 6 months so I can weigh 140 lbs."

Use the worksheet on page 5 in this workbook to help create your S.M.A.R.T. goal.

Creating my action plan!

Once you have your S.M.A.R.T. goal, you can start breaking it down into bite size pieces. These bite size pieces are what you will use to help create an action plan. Your action plan is going to be the road map from where you are right now, to the finish line of your goal.

One of the first things you will do is brainstorm all of the possible actions that you can do that would achieve your goal. For example, when trying

to lose weight, you would write down: drink 64 oz of water daily, journal my food, get 6-8 hours of sleep each night, meal plan, etc.

Write down every single one you can think of. You won't be doing them all at once, don't worry. You just want a comprehensive list of actions. Use the worksheet on page 7 in this workbook to brainstorm your action steps.

Next, we will take your long term goal and break it down into monthly goals. Then we will take one of your monthly goals and break it down into weekly goals. Then we will take your weekly goal and break it down into daily mini goals.

You will pick 1-3 action steps from page 7 to use as your daily mini goals. Once you have mastered one of your mini goals, you can add in a new one.

What if my plan isn't working or my goals change?

Don't worry! That is all a part of the process. You will reassess your progress and the effectiveness of your plan each month, or as often as needed.

If you find things aren't going as planned, or that your goals have changed, simply start back at the beginning. It's normal and expected that your plan will go through different variations. That's one of the reasons I suggest only breaking down 1 monthly goal at a time.

It's important to reassess your goals even if you are staying on track. It helps to look back and see what actions are getting you the most progress, so you can perhaps incorporate more of those actions steps into your daily mini goals.

How to use this workbook

In this workbook, I have included 3 worksheets. You will find a Creating S.M.A.R.T. Goals Worksheet, a Daily Action Steps Worksheet, and a Creating My Goal Action Plan Worksheet.

You can type directly into each form and then print them out, or print them out first and fill them out by hand.

Below I have included some examples of the worksheets to help give you an idea of how to fill them out. Use the examples for inspiration, but don't copy them completely. Each person's health journey is unique to their body and circumstances, so their goals and action plans should look unique as well.

Now you are ready to get started!

Now you are ready to get started! You know how to create powerful and effective goals and how to use those goals to create an action plan.

You are officially ready to start working towards that healthy and fit life you have been dreaming about.

If you have any questions, email me at Candice@littlestepsbighappy.com.

Or get in touch on social media. You can find me on Pinterest, Facebook, or Instagram. (Just click one of the icons below to be taken to my profile.)



Creating S.M.A.R.T. Goals

What is the end result that I want from this experience?

S Specific: What exact action do I want to achieve?

M Measurable: How can I measure my progress?

A Achievable: Can I realistically achieve this goal?

R Relevant: Is this goal in line with my current priorities?

T Timely: What is the deadline for when my goal should be completed?

My new S.M.A.R.T. goal is:

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(Example) Creating S.M.A.R.T. Goals

What is the end result that I want from this experience?

I want to be in better shape and fit into the same clothes I wore before I had kids.

S Specific: What exact action do I want to achieve?
I want to lose weight so I weigh 140 lbs.

M Measurable: How can I measure my progress?
I will need to lose 45 lbs. I will track how much weight I lose.

A Achievable: Can I realistically achieve this goal?
This is a realistic goal for my height and weight. When I weighed 140 lbs I was at a healthy weight.

R Relevant: Is this goal in line with my current priorities?
Losing weight relates well with my goal of trying to get in shape and fit into my old clothes.

T Timely: What is the deadline for when my goal should be completed?
6 months is a healthy timeframe for me to lose 45 lbs.

My new S.M.A.R.T. goal is:

I will lose 45 lbs in 6 months so I will weigh 140 lbs.

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Daily Action Steps Worksheet

Directions: Write/type all of the actions you can take that will help you achieve your goal.

My Goal:

Actions I can take that will help me achieve my goal:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Daily Action Steps

Worksheet (Example)

Directions: Write/type all of the actions you can take that will help you achieve your goal.

My Goal:

I will lose 45 lbs in 6 months, so I can weigh 140 lbs.

Actions I can take that will help me achieve my goal:

Drink 64 oz of water

Don't eat after 9 pm

Journal my food

Plan 90% fuel food and 10% joy food

Walk at least 15 minutes

Eat 3 servings of vegetables

Create a 24 hours food plan

Eat 3 servings of fruit

Cut out soda and juice

Get 6-8 hours of sleep

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Creating My Action Plan

My Goal:

In order to reach my goal, each month I will need to:

In order to reach my monthly goal, each week I will need to:

In order to reach my weekly goal, each day I will need to:

Creating My Action Plan

(Example)

My Goal:

I will lose 45 lbs in 6 months, so I can weigh 140 lbs.

In order to reach my goal, each month I will need to:

I will need to lose 7.5 lbs each month.

In order to reach my monthly goal, each week I will need to:

I will need to lose 1.8 lbs each week.

In order to reach my weekly goal, each day I will need to:

- Drink 64 oz of water.
- Get 6-8 hours of sleep each night.
- Journal my food.

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