

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.*

*Also, make sure it's a live person's goal, not a dead person's goal. (If you can't remember what that means, re-read Chapter 27 of *The Happiness Trap*.)*

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)