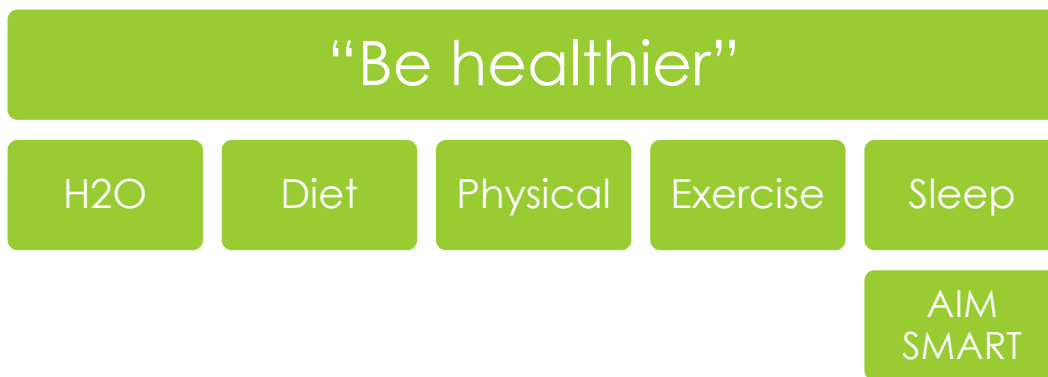


This might look a little different from what you think you know about goal setting. In the past, we have often tried to make big and meaty goals that might take a long time to master with a lot of sub-steps. The AIM SMART way of thinking about your goals is the opposite in that it breaks things down to the very next step. This often helps people in two ways: (1) it helps you actually take action by distilling your very next small step to take, and (2) it helps take goals that feel really “ongoing” or lifestyle-like and make them specific and time bound enough for them to compete for your attention as other project-based, time-bound priorities.

Here is an example of distilling down you goal to something you can actually do, or quantify. Let's say you want to “Be healthier.” First you have to break that down into what you mean. The example below shows you layers of what that would look like:



Instead of “be healthier” perhaps you narrow down what that means to you, and to you that means getting more sleep. You can use the AIM SMART process to determine a reasonable next step goal of going from current (7 hours of sleep) to your future state (8 hours of sleep as a realistic stretch goal).

AIM: EXAMPLE

Decide on a goal: Get 8 hours of sleep per night (currently getting 7)

A – Acceptable: What is the minimum you can do? 7.25 hours

I – Ideal: What is the maximum you can do? 9 hours would be awesome!

M – Middle: What is the middle; a realistic stretch? 8 hours

The intent of this process is to allow you to set the right goals, and develop action plans to achieve them. This slightly different process allows you to focus on moving into action with the **first step**.

AIM SMART Goal Setting



Now, you try...

AIM

Decide on a goal: _____

A – Acceptable: What is the minimum you can do? _____

I – Ideal: What is the maximum you can do? _____

M – Middle: What is the middle; a realistic stretch? _____

SMART

Write your goal that you agreed to with the AIM process: _____

Now, follow this SMART process:

S – Specific: What exactly is the **first step** of the action/goal you identified?

M – Measurable: For what you have listed in "Specific," make sure you have qualified or quantified the measure of success.

A – Achievable: Is the initial step (listed in "Specific") possible to achieve? YES or NO

R – Reasonable: How reasonable is it that what you're saying you're going to do can be done **at this time**?

T – Time-Oriented: By when, exactly, will you complete this **first step** of the goal?

TIPS:

- *If you answer that it is not achievable or reasonable, go back to the start of the goal setting process and adjust your goal.*
- *Decide how you will follow up and be accountable to the goal upfront*