



S.M.A.R.T. TOOL Worksheet

|  Specific |  Measurable |  Attainable |  Realistic |  Time-bound |
|--|--|--|--|---|
| <p>Do: Set real numbers with real deadlines.</p> <p>Don't: Say, "I want more visitors."</p> | <p>Do: Make sure your goal is trackable.</p> <p>Don't: Hide behind buzzwords like, "brand engagement," or, "social influence."</p> | <p>Do: Work towards a goal that is challenging, but possible.</p> <p>Don't: Try to take over the world in one night.</p> | <p>Do: Be honest with yourself- you know what you and your team are capable of.</p> <p>Don't: Forget any hurdles you may have to overcome.</p> | <p>Do: Give yourself a deadline.</p> <p>Don't: Keep pushing towards a goal you might hit, "some day."</p> |

The S.M.A.R.T. Tool can be done in a group session or individually. ***Please see the S.M.A.R.T. Tool lesson under Support Group Sessions*** to help give you a clear understanding.

In a nutshell this S.M.A.R.T. Tool is helpful when you want to set and achieve goals in recovery. It not only helps you to plan and strategize your goals, but helps us to solve problems by breaking it into smaller steps so that we do not get overwhelmed.

Think of a change you want to make and share it with everyone. Then, we'll go through the process together. Don't forget to encourage others to join in! Now grab a piece of paper and write down these headings then let each person find their own answers.

After each step, let your group discuss how that step can help them. It's important to talk about it and understand how it fits into their plan. This plan can be evaluated

1. The Changes I want to Make are

2. How important is it?

3. How confident am I?

4. The most important reasons why I want to make these changes are:

5. The steps I plan to take in changing are:

6. The ways others can help me are (list who they are and how they can help):

7. I will know my plan is working if:

8. Some things that could interfere with my plan are:
