

Business / Personal Goal Planning Sheet

DATE:	TARGET DATE:	DATE ACHIEVED:		
YOUR GOAL				
(Draft a ' S.M.A.R.T ' statement ~ S pecific, M easurable, A chievable, R ealistic, T ime-framed ~ that defines the 'result and/or outcome' that YOU want to achieve)				
What are the BENEFITS to be gained from your achieving this GOAL?				
What are the NEGATIVES that may result from your failure to achieve this GOAL?				
What are possible OBSTACLES?		What are possible SOLUTIONS?		
Who will support / mentor you?				
How will you track your progress?				
Does this GOAL support your values?		Yes	<input type="checkbox"/>	No
Is it worth your Time, Effort and Money to reach this GOAL?				

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DATE:	TARGET DATE:	DATE ACHIEVED:		
17/10/2007	31/12/2007	<i>Yet to be completed</i>		
YOUR GOAL				
(Draft a 'S.M.A.R.T' statement ~ Specific, Measurable, Achievable, Realistic, Time-framed ~ that defines the 'result and/or outcome' that YOU want to achieve)				
<i>To establish, within the next three months and then maintain, a lifestyle that totally excludes smoking as part of my daily existence.</i>				
What are the BENEFITS to be gained from your achieving this GOAL?				
<i>Improved health, extra 'spending' money, a feeling of 'personal achievement' as well as family recognition of the positive outcome.</i>				
What are the NEGATIVES that may result from your failure to achieve this GOAL?				
<i>A feeling of 'personal failure', increased 'stress', no health improvement/s, embarrassment resulting from my lack of commitment and loss of credibility.</i>				
What are possible OBSTACLES?		What are possible SOLUTIONS?		
<input checked="" type="checkbox"/> <i>Social enjoyment</i> <input checked="" type="checkbox"/> <i>Lack of commitment</i> <input checked="" type="checkbox"/> <i>Lack of confidence</i> <input checked="" type="checkbox"/> <i>Peer pressure</i> <input checked="" type="checkbox"/> <i>Stress (work and home)</i>		<i>Apply 'ACTION STEPS' that address each of these obstacles.</i>		
Who will support / mentor you?		<i>Partner / Close Friend</i>		
How will you track your progress?		<i>Count cigarettes smoked</i>		
Does this GOAL support your values?		Yes	<input checked="" type="checkbox"/>	No
Is it worth your time, effort and money to reach this GOAL?				<input checked="" type="checkbox"/>

Business / Personal Goal Planning Sheet

Draft a list of **S.M.A.R.T.**, 'simple yet focused' **ACTION STEPS** that will assist you to achieve your **GOAL**

#	S.M.A.R.T Action Plans	Target Date:	Date Review	Date Completed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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Draft a list of **S.M.A.R.T.**, 'simple yet focused' **ACTION STEPS** that will assist you to achieve your **GOAL**

#	S.M.A.R.T Action Plans	Target Date:	Date Review	Date Completed
1	Phone the Quit Campaign line by the end of the week and arrange for them to send me the appropriate literature within a fortnight.	24/10/2007	27/10/2007	
2	Immediately upon committing to quit smoking, ask my ex-smoking friends/work colleagues to mentor my progress and offer appropriate guidance when the going gets tough.	17/10/2007	31/12/2007	
3	Phone my doctor by the end of the week for a full and detailed, smoker-related medical examination within the next fortnight.	24/10/2007	31/10/2007	
4	Immediately following the appointment with my doctor, search out supportive and/or more detailed literature through the Web, or library visits.	31/10/2007	31/10/2007	
5	During the first fortnight, seek feedback and comment from non-smoking friends/work colleagues regarding their views on the negative aspects of smoking.	31/10/2007	24/10/2007	
6	During the first month, acquire and then read books and/or magazine articles (from my friends/work colleagues and/or purchase them from healthcare shops).	17/11/2007	31/10/2007	
7	Within the first month, implement a plan of action using information from the Quit Campaign notes, advice/comments from my doctor, friends and work colleagues.	17/11/2007	31/10/2007	
8	Within three weeks of my commitment to quit smoking (and after the initial literature review), arrange to attend a counselling session or a local support group.	7/11/2007	7/11/2007	
9	During the first two months, establish a lifestyle where smoking would become totally inappropriate personal behaviour.	17/10/2007	17/12/2007	
10	During the first two months, develop my behavioural habits through implementing an effective and monitored 'good health plan'.	17/10/2007	17/12/2007	