

# Goal Setting Workbook

## Writing your SMART Goals and Action Plans



Cardiac Health and Rehab Clinic  
Hamilton General Hospital  
T: 905.521.2100 ext.44388  
[CHRC@hhsc.ca](mailto:CHRC@hhsc.ca)  
[www.hamiltonhealthsciences.ca](http://www.hamiltonhealthsciences.ca)

Most people attend cardiac rehabilitation with a goal for improved health in the future. For example: your goal might be to get through the day without becoming short of breath. Identifying your particular goal is important; it will help motivate you as you work through the cardiac rehabilitation program.

## S.M.A.R.T. GOALS

### **What are SMART Goals?**

This is an established framework widely used to guide goal setting through the creation of goals that are achievable, or attainable. The momentum from achieving small, realistic goals helps you move from a dream (what you want) into a plan.

To set your goals, always start from where you are currently. You may need several SMART goals to achieve your overall objective.

### **How do we write SMART goals and why?**

**S – Specific:** Make it simple and sensible. Answer the 5 W's.

- Who is the goal for?
- What is the goal?
- Where will the goal take place?
- When will the goal take place?
- How will it be done?

*The more specific the goal, the less chance for self-doubt*

**M – Measurable:** The goal must be known to have been achieved.

How will you know you have achieved this goal?

*Each achievement builds confidence for the next goal.*

**A – Attainable:** It must be realistic.

Is it achievable / within reach for you?

*Realistic means success and success is motivating.*

**R – Relevant:** It must have meaning to you.

Is it important to you? Is it something you want to work on?

*Personal and positive goals are the most motivating.*

**T – Timely:** There must be time limited timeframe to achieve your goal.

How much will you do and how often will you do this before evaluating it?

***Short timelines means more chances to build confidence.***

**Example:** *I was told to cut down on how much sugar I consume.*

<b>S – Specific</b>	I will <b>substitute</b> water for pop at <b>dinner time</b> .
<b>M – Measurable</b>	I will do this at each dinner for 5 the next days, between Monday and Friday, and I will record it was done each day and I will review my success on the 5 <sup>th</sup> day.
<b>A – Attainable</b>	Yes, I can make one small daily change at dinner.
<b>R – Relevant</b>	Yes, I want to reduce the amount of added sugar in my diet to achieve a healthier weight so I am less short of breath climbing stairs. I also want to lower my risk of diabetes.
<b>T – Timely</b>	I will start this Monday and measure my success on Friday.
<b>SMART GOAL:</b> Starting on Monday, I will substitute water for pop at dinner time on weekdays and will check my progress on Friday.	

**Example:** *I want to have more physical endurance so I am not so short of breath.*

<b>S – Specific</b>	I will <b>walk for 30 minutes</b> <b>around my block</b> <b>before work</b> for the <b>next week</b> .
<b>M – Measurable</b>	I will do this 3 days this week. I will record each time I walked.
<b>A – Attainable</b>	Yes, I can walk for 30 minutes.
<b>R – Relevant</b>	Yes, I want to improve my fitness level now, so I can be strong and healthy as I get older.
<b>T – Timely</b>	I will start this Monday and check my progress on Friday.
<b>GOAL:</b> Starting on Monday, I will walk for 30 minutes, 3 days this week, and I will check my progress on Friday.	

## SMART GOAL WORKSHEETS

<b>S – Specific</b>	
<b>M – Measurable</b>	
<b>A – Attainable</b>	
<b>R – Relevant</b>	
<b>T – Timely</b>	
<b>SMART GOAL:</b>	

<b>S – Specific</b>	
<b>M – Measurable</b>	
<b>A – Attainable</b>	
<b>R – Relevant</b>	
<b>T – Timely</b>	
<b>SMART GOAL:</b>	

## ACTION PLANS

### Turn your SMART Goals into Actions!

#### What are Action Plans?

Action Plans are a detailed outline of the actions needed to achieve your SMART Goal. Action Plans hold you accountable to your Goals and builds confidence, success and motivation.

Your action plan needs to include:

- a) **What** you are going to do (the SMART Goal)?
- b) **When** are you going to do it?
- c) **Where** are you going to do it?
- d) **How much** you are going to do?
- e) **How often** are you are going to do it?

**What:** Starting on Monday, I will walk for 30 minutes, 3 days this week, and I will check my progress on Friday.

**When:** Monday, Wednesday and Friday at 7 am so I can leave for work at 8 am.

**Where:** Around my block – (I know it takes 30 minutes to walk the entire block).

**How much:** 30 minutes.

**How often:** Three mornings this week

**When will you start?** This Monday

**How confident are you to achieve this goal?** 8 out of 10 (0= not at all confident; 10 = totally confident)

Days	Check off	Comments
Monday	7 am	I did it and my partner came with me as company. We got to spend time together.
Tuesday		
Wednesday	7 am	Was cold but I did it. I feel proud that I went in the cold (partner stayed in bed)
Thursday		
Friday	7am	This week was pretty easy. Will make a new Goal and Plan to another week.
Saturday		
Sunday		

## ACTION PLAN WORKSHEETS

(What) \_\_\_\_\_

(When) \_\_\_\_\_

(Where) \_\_\_\_\_

(How much) \_\_\_\_\_

(How often) \_\_\_\_\_

When will you start? \_\_\_\_\_

How confident are you to achieve this goal? \_\_\_\_\_

(0= not at all confident; 10 = totally confident)

<b>Days</b>	<b>Check off</b>	<b>Comments</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

## Tips to Help you Succeed in Achieving your Goals and Plans

1. Write your goal down and place this where you will see it daily (e.g., on the fridge or set an alert on your phone). Without this, you might find yourself going days without working towards your goal.
2. Schedule your goals on the calendar. If you are going to walk 3 times per week, write this in your schedule at the start of the week. If you are going to cut down on sugar, you could set an alert at dinner to remind you to drink water instead of pop.
3. Make notes regarding your progress: How do you feel? Are you having trouble maintaining your goal? Celebrate your success!
4. Don't give up if you miss a day! When starting a new habit, it is common to have setbacks. Don't beat yourself up, tomorrow is a new day, and you can try again. If you feel your goal is too difficult to achieve, you may need to simplify your goal.
5. Don't make a goal you don't care about, make sure your goal reflects and makes sense for your lifestyle and interests.
6. Have fun with it and celebrate your progress. It is tempting to focus on the end-goal, but it is important to recognize and celebrate the small wins along the way.