



You may find greater success in putting your self-care plan into action if you set and work toward specific goals. This tool is intended to help you set achievable goals and create specific strategies for reaching them.

**Here are some steps to follow to think about your goals and create a plan that will work for you:**

1. Identify an area or areas you would like to work on: *improving my physical fitness*
2. Think about your recent experiences in this area: *I've started exercise programs before, but it's always been hard to stick with them and eventually, I give up*
3. Set a standard for this area that you would like to reach over time: *devoting 30 minutes each day, 5 days per week, to exercise.*
4. Set a short-term goal related to the standard you're trying to reach (remember to use the SMART approach when determining your goal – be Specific, make sure your goal is Measurable, Achievable and Realistic, and set a Timeframe for achieving it: *begin a walking program. Starting tomorrow with 15 minutes/day 3 days/week and building up to my goal over the course of one month*
5. Make a plan to meet that short-term goal. Include enough detail, and note any barriers that you may face: *partner with my next-door neighbor (and her dog) to meet on scheduled mornings at 8 am for our walk. Possible barriers include bad weather, coordinating our schedules, and being lazy*
6. Put your plan into action, and monitor your progress regularly.
7. If necessary, you may need to modify your plan along the way so that you meet your goal: *week #2: morning walk time doesn't seem to be working. Tomorrow we are trying to get together right after work.*

Use the **SMART** approach to goal-setting.

Make sure that your goals are:

**Specific**

**Measurable**

**Achievable**

**Realistic**

**Timely**

**For More Information**

University of Michigan Depression Center  
800-475-6424  
www.depressioncenter.org



# Goal-Setting Worksheet

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1. Identify an area or areas you would like to work on: \_\_\_\_\_
2. Think about your recent experiences in this area: \_\_\_\_\_  
\_\_\_\_\_
3. Set a standard for this area that you would like to reach over time: \_\_\_\_\_
4. Set a short-term goal related to the standard you're trying to reach (remember to use the SMART approach when determining your goal – be Specific, make sure your goal is Measurable, Achievable and Realistic, and set a Timeframe for achieving it: \_\_\_\_\_  
\_\_\_\_\_  
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5. Make a plan to meet that short-term goal. Include enough detail, and note any barriers that you may face: \_\_\_\_\_  
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6. Put your plan into action, and monitor your progress regularly.
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