



## Ideas for the S.M.A.R.T. Goal Worksheets Cluster

### Ideas for personal use:

1. Complete S.M.A.R.T. Goal Worksheet A. It may be useful to brainstorm your responses, but sample responses are included on worksheet J.
2. Then, select a S.M.A.R.T. Goal Worksheet (B-H) to complete. Add only one goal per worksheet. Doing so will allow you to practice mindfulness by focusing more keenly on one goal at a time.
3. After completing one of the S.M.A.R.T. Goal Worksheets (B-H), you may choose to share your responses with others such as your confidante or counselor.
4. Lastly, if you like to write journal entries, refer to Worksheet I for relevant S.M.A.R.T. goals journaling prompts.
5. Worksheets J-L have been provided as examples if any clarification is needed.

### Ideas for addiction professional staff:

1. You may find that these tools are useful in some way for supporting your clients or patients.
2. First, prompt clients to complete S.M.A.R.T. Goals Worksheet A in their spare time or in time allotted during a group session. It may be useful to allow clients or patients to brainstorm their responses, but sample responses are included on worksheet J. After clients have had time to complete Worksheet A, you may find it useful to facilitate a discussion to review the questions on the worksheet and the clients'/patients' responses to the questions.
3. Next, present clients with at least one S.M.A.R.T. Goal Worksheet (B-H) to complete. Encourage them to discuss their responses during a group session or and/or an individual counseling session.
4. As a bonus, you may also want to use the journal prompts on S.M.A.R.T. Goals Worksheet I as discussion prompts.
5. Worksheets J-L have been provided as examples if any clarification is needed.

*\*Disclaimer: The information and content listed here is for inspiration, encouragement, and support for daily self-care maintenance **only**; and, while you may find it useful, the content shared here is not meant as a **replacement** for medical or mental health treatment such as substance use counseling or therapy of any kind.*

# S.M.A.R.T. Goal Worksheet



## Q and A Section

Question 1: What does the acronym S.M.A.R.T. mean?

Answer 1:

Question 2: How is S.M.A.R.T. goal planning beneficial?

Answer 2:

Question 3: How can someone start to set S.M.A.R.T. goals?

Answer 3:

Question 4: How can someone stay committed to achieving set S.M.A.R.T. goals?

Answer 4:

# S.M.A.R.T. Goal Worksheet



**S**pecific (Give details about the exact goal that you want to accomplish.)

**M**easurable (List details of how you will track or measure your goal attainment.)

**A**ttainable (Ask yourself if the goal is realistic/reasonable. Then, ask yourself if you have what is needed to make your goal possible. Think about any skills or things that you will need to complete your goal.)

**R**elevant (Describe why you want to achieve this goal. Discuss why achieving this goal matters to you.)

**T**imebound (When do you intend to start, give an update on, and complete your goal?)

Start Date \_\_\_\_\_ Check-In Report Date \_\_\_\_\_ Intended Completion Date \_\_\_\_\_

## Start Date Reward

How do you plan to reward yourself for starting your goal?

## Check-in Date Report

For the check-in report, give an update on whether you have made any strides towards achieving your goal. At the check-in date, determine if you need help to achieve your goal, list the name(s) and number(s) of the person(s) who can support you, and discuss why the person(s) whose name(s) you listed is a good choice. This person(s) will be known as your accountability partner(s).

## Answer AFTER the Intended Completion Date

**Assessment Question:** Did you meet your S.M.A.R.T. goal? If so, what helped you to meet your goal? If not, what caused the delay, and what do you intend to do to address any barriers that caused the delay? How do you plan to reward yourself for attempting to meet or for meeting your goal?

# S.M.A.R.T. Goal

## Relapse Prevention Worksheet



**Recovery/Relapse Prevention Specific Focus Goal:** Choose to focus on a recovery goal like plans to transition from residential to outpatient treatment, plans to set counseling sessions for relapse prevention, plans to set counseling sessions for co-occurring, plans to identify AA/NA meetings, plans to find a sponsor/potential sponsor, plans for resuming full-time parenting duties (i.e., family therapy sessions, arranged family time, daycare arrangements, afterschool planning), plans for re-engaging with relatives with whom you may have had estranged relationships, plans to establish a safe network of sober friends, and plans for resuming employment.

**S**pecific (Give details about the exact goal that you want to accomplish.)

**M**easurable (List details of how you will track or measure your goal attainment.)

**A**ttainable (Ask yourself if the goal is realistic/reasonable. Then, ask yourself if you have what is needed to make your goal possible. Think about any skills or things that you will need to complete your goal.)

**R**elevant (Describe why you want to achieve this goal. Discuss why achieving this goal matters to you.)

**T**imebound (When do you intend to start, give an update on, and complete your goal?)

Start Date \_\_\_\_\_ Check-In Report Date \_\_\_\_\_ Intended Completion Date \_\_\_\_\_

### Start Date Reward

How do you plan to reward yourself for starting your goal?

### Check-in Date Report

For the check-in report, give an update on whether you have made any strides towards achieving your goal. At the check-in date, determine if you need help to achieve your goal, list the name(s) and number(s) of the person(s) who can support you, and discuss why the person(s) whose name(s) you listed is a good choice. This person(s) will be known as your accountability partner(s).

### Answer AFTER the Intended Completion Date

**Assessment Question:** Did you meet your S.M.A.R.T. goal? If so, what helped you to meet your goal? If not, what caused the delay, and what do you intend to do to address any barriers that caused the delay? How do you plan to reward yourself for attempting to meet or for meeting your goal?

# S.M.A.R.T. Goal for Specific Area of Life Worksheet



**Financial Wellness Goal:** can be a goal to focus on something like your spending habits, budgeting, savings, et cetera.

**S**pecific (Give details about the exact goal that you want to accomplish.)

**M**easurable (List details of how you will track or measure your goal attainment.)

**A**ttainable (Ask yourself if the goal is realistic/reasonable. Then, ask yourself if you have what is needed to make your goal possible. Think about any skills or things that you will need to complete your goal.)

**R**elevant (Describe why you want to achieve this goal. Discuss why achieving this goal matters to you.)

**T**imebound (When do you intend to start, give an update on, and complete your goal?)

Start Date \_\_\_\_\_ Check-In Report Date \_\_\_\_\_ Intended Completion Date \_\_\_\_\_

## Start Date Reward

How do you plan to reward yourself for starting your goal?

## Check-in Date Report

For the check-in report, give an update on whether you have made any strides towards achieving your goal. At the check-in date, determine if you need help to achieve your goal, list the name(s) and number(s) of the person(s) who can support you, and discuss why the person(s) whose name(s) you listed is a good choice. This person(s) will be known as your accountability partner(s).

## Answer AFTER the Intended Completion Date

**Assessment Question:** Did you meet your S.M.A.R.T. goal? If so, what helped you to meet your goal? If not, what caused the delay, and what do you intend to do to address any barriers that caused the delay? How do you plan to reward yourself for attempting to meet or for meeting your goal?

# S.M.A.R.T. Goal for Specific Area of Life Worksheet



**Fitness and Wellness Goal:** can be a goal to address something like your desires to exercise, meal plan, make doctor visits, counselor visits, therapist visits, adhere to medication compliance, or to practice proper sleep hygiene.

**S**pecific (Give details about the exact goal that you want to accomplish.)

**M**easurable (List details of how you will track or measure your goal attainment.)

**A**ttainable (Ask yourself if the goal is realistic/reasonable. Then, ask yourself if you have what is needed to make your goal possible. Think about any skills or things that you will need to complete your goal.)

**R**elevant (Describe why you want to achieve this goal. Discuss why achieving this goal matters to you.)

**T**imebound (When do you intend to start, give an update on, and complete your goal?)

Start Date \_\_\_\_\_ Check-In Report Date \_\_\_\_\_ Intended Completion Date \_\_\_\_\_

## Start Date Reward

How do you plan to reward yourself for starting your goal?

## Check-in Date Report

For the check-in report, give an update on whether you have made any strides towards achieving your goal. At the check-in date, determine if you need help to achieve your goal, list the name(s) and number(s) of the person(s) who can support you, and discuss why the person(s) whose name(s) you listed is a good choice. This person(s) will be known as your accountability partner(s).

## Answer AFTER the Intended Completion Date

**Assessment Question:** Did you meet your S.M.A.R.T. goal? If so, what helped you to meet your goal? If not, what caused the delay, and what do you intend to do to address any barriers that caused the delay? How do you plan to reward yourself for attempting to meet or for meeting your goal?

# S.M.A.R.T. Goal for Specific Area of Life Worksheet



**Relationship-Building Goal:** can be a goal to address things such as planning to spend time with family members, planning to spend time with friends, planning to network for professional development, planning to spend more time with yourself, et cetera.

**S**pecific (Give details about the exact goal that you want to accomplish.)

**M**easurable (List details of how you will track or measure your goal attainment.)

**A**ttainable (Ask yourself if the goal is realistic/reasonable. Then, ask yourself if you have what is needed to make your goal possible. Think about any skills or things that you will need to complete your goal.)

**R**elevant (Describe why you want to achieve this goal. Discuss why achieving this goal matters to you.)

**T**imebound (When do you intend to start, give an update on, and complete your goal?)

Start Date \_\_\_\_\_ Check-In Report Date \_\_\_\_\_ Intended Completion Date \_\_\_\_\_

## Start Date Reward

How do you plan to reward yourself for starting your goal?

## Check-in Date Report

For the check-in report, give an update on whether you have made any strides towards achieving your goal. At the check-in date, determine if you need help to achieve your goal, list the name(s) and number(s) of the person(s) who can support you, and discuss why the person(s) whose name(s) you listed is a good choice. This person(s) will be known as your accountability partner(s).

## Answer AFTER the Intended Completion Date

**Assessment Question:** Did you meet your S.M.A.R.T. goal? If so, what helped you to meet your goal? If not, what caused the delay, and what do you intend to do to address any barriers that caused the delay? How do you plan to reward yourself for attempting to meet or for meeting your goal?

# Time-Specific S.M.A.R.T. Goal Worksheet



Time-Specific S.M.A.R.T. Goals for **1-Week** Interval

Circle One  
**Week: 1 2 3 4**

**S**pecific (Give details about the exact goal that you want to accomplish.)

**M**easurable (List details of how you will track or measure your goal attainment.)

**A**ttainable (Ask yourself if the goal is realistic/reasonable. Then, ask yourself if you have what is needed to make your goal possible. Think about any skills or things that you will need to complete your goal.)

**R**elevant (Describe why you want to achieve this goal. Discuss why achieving this goal matters to you.)

**T**imebound for **1 week** (When do you intend to start, give an update on, and complete your goal?)

Start Date \_\_\_\_\_ Check-In Report Date \_\_\_\_\_ Intended Completion Date \_\_\_\_\_

## Start Date Reward

How do you plan to reward yourself for starting your goal?

## Check-in Date Report

For the check-in report, give an update on whether you have made any strides towards achieving your goal. At the check-in date, determine if you need help to achieve your goal, list the name(s) and number(s) of the person(s) who can support you, and discuss why the person(s) whose name(s) you listed is a good choice. This person(s) will be known as your accountability partner(s).

## Answer AFTER the Intended Completion Date

**Assessment Question:** Did you meet your S.M.A.R.T. goal? If so, what helped you to meet your goal? If not, what caused the delay, and what do you intend to do to address any barriers that caused the delay? How do you plan to reward yourself for attempting to meet or for meeting your goal?



# Time-Specific S.M.A.R.T. Goal Worksheet



Time-Specific S.M.A.R.T. Goals for **1-Month** Interval

Month \_\_\_\_\_  
Year \_\_\_\_\_

**S**pecific (Give details about the exact goal that you want to accomplish.)

**M**easurable (List details of how you will track or measure your goal attainment.)

**A**ttainable (Ask yourself if the goal is realistic/reasonable. Then, ask yourself if you have what is needed to make your goal possible. Think about any skills or things that you will need to complete your goal.)

**R**elevant (Describe why you want to achieve this goal. Discuss why achieving this goal matters to you.)

**T**imebound for **1 month** (When do you intend to start, give an update on, and complete your goal?)

Start Date \_\_\_\_\_ Check-In Report Date \_\_\_\_\_ Intended Completion Date \_\_\_\_\_

**Start Date Reward**

How do you plan to reward yourself for starting your goal?

**Check-in Date Report**

For the check-in report, give an update on whether you have made any strides towards achieving your goal. At the check-in date, determine if you need help to achieve your goal, list the name(s) and number(s) of the person(s) who can support you, and discuss why the person(s) whose name(s) you listed is a good choice. This person(s) will be known as your accountability partner(s).

**Answer AFTER the Intended Completion Date**

**Assessment Question:** Did you meet your S.M.A.R.T. goal? If so, what helped you to meet your goal? If not, what caused the delay, and what do you intend to do to address any barriers that caused the delay? How do you plan to reward yourself for attempting to meet or for meeting your goal?



## S.M.A.R.T. Goal Worksheet Cluster

## Worksheet J

**Part 1: Q and A Section****Question 1: What does the acronym S.M.A.R.T. mean?**

**Answer 1:** S.M.A.R.T. is an acronym for Specific, Measurable, Attainable, Realistic/Reasonable, and Time Bound. The words of the acronym are thought to be building blocks of successful planning. The terms refer to the following:

*Specific-* The details of the exact goal that you want to accomplish.

*Measurable-* The way you will track or measure your goal attainment.

*Attainable-* The reasonableness of your goal.

*Relevant-* The evaluation of how and why a goal truly matters to you.

*Timebound-* Setting exact dates and times for self-accountability.

**Question 2: How is S.M.A.R.T. goal planning beneficial?**

**Answer 2:** S.M.A.R.T. goal planning is commonly and effectively used for turning dreams into goals and goals into realities. The S.M.A.R.T. acronym is an organizational guide to help a person with developing and following through during the goal attainment process. It helps one to identify and to focus with precision. Also, the acronym helps one to evaluate whether the pursuit of a particular goal is worth the time, investment, and overall effort.

**Question 3: How can someone start to set S.M.A.R.T. goals?**

**Answer 3:** Someone can start to set S.M.A.R.T. goals by having the motivation to want to start, the patience to see things through, and the organizational skills to document, schedule via a calendar, and store (i.e., file) information. Also, the S.M.A.R.T. goal worksheets/planning sheets offered here may be useful with setting S.M.A.R.T. goals as they give a clear, concise format to follow thereby eliminating unnecessary guess work or unnecessary bouts of learning from trial and error.

**Question 4: How can someone stay committed to achieving set goals?**

**Answer 4:** Someone can stay committed to achieving a S.M.A.R.T. goal by remaining cognizant of why the goal was set in the first place, by rewarding himself/herself at different points during the goal attainment process, by seeking help along the way as needed, and by setting several small goals if it will take a long time to achieve the end goal. Also, it is a good idea to use the S.M.A.R.T. acronym to increase one's chances of staying committed to achieving set goals. The S.M.A.R.T. acronym helps a person to focus on the most important things and pertinent details so that the goal doesn't seem too overwhelming to achieve. Big goals are often met incrementally, and the acronym S.M.A.R.T. reminds a person to narrow the focus, identify support, and to set dates to avoid becoming imbalanced in trying to achieve everything all at once and all alone. The acronym helps to make the goal-setting process practical and within reach thereby increasing the likelihood of staying on-task and motivated to remain committed to the goal over a longer period of time.

S.M.A.R.T. Goals for Specific Focus Areas of Your Life

Worksheet K

**Recovery/Relapse Prevention Specific Focus Area:** This area can include recovery goals such as plans to transition from IP to OP treatment, plans to schedule counseling sessions for relapse prevention or co-occurring conditions, plans to identify AA/NA meetings, plans to find a sponsor/potential sponsor, plans for resuming full-time parenting duties (i.e., family therapy sessions, arranged family time, daycare arrangements, afterschool planning), plans for re-engaging with relatives with whom you may have had estranged relationships, plans to establish a safe network of sober friends, and plans for resuming employment.

**Specific (Give details about the exact goal that you want to accomplish.)** *I would like to reach the goal of scheduling counseling sessions with a substance abuse counselor for relapse prevention. I would like to schedule my initial session prior to leaving inpatient treatment.*

**Measurable (List details of how you will track or measure your goal attainment.)** *I will track my goal attainment by the number of attempts I make to identify a counselor near my home and to schedule appointments.*

**Attainable (Ask yourself if the goal is realistic/reasonable. Then, ask yourself if you have what is needed to make your goal possible. Think about any skills or things that you will need to complete your goal. If you need help to achieve your goal, list the name(s) and number(s) of the person(s) who can support you.)** *This goal is realistic and necessary if I would like to enhance my chances of remaining sober. I have what is needed to make my goal possible. I will need the skill of planning ahead and using a scheduler. I will need to remain motivated. I will need a telephone to make calls. I will need a notebook to keep a list of counselors, their prices, their availability, their locations. I will need my health insurance information and identification card of some kind. I will need transportation, or I can ask about virtual sessions. If I need help to achieve this goal, I can ask my treatment team members in IP, my sponsor, my spouse, my sober friends.*

**Relevant (Describe why you want to achieve this goal. Discuss why achieving this goal matters to you.)** *I want to achieve this goal, because I just spent 21 days in IP treatment, and I want to remain sober after leaving IP. I want my family to see me sober, and I want to experience long-term sobriety. This goal matters to me, because my sobriety means everything to me.*

**Timebound (When do you intend to start, give an update on, and complete your goal?)**

Start Date 3/14 (Today)      Check-In Report Date 3/17      Intended Completion Date 3/21

**Start Date Reward**

**Reward:** How do you plan to reward yourself for meeting your goal or for trying to meet your goal? *I will reward myself with my favorite food or snack. I might buy a new shirt to wear. It's the little things.*

**Check-In Date Report**

Can you complete the check-in/update report alone or will you need an accountability partner? If you need an accountability partner, list that person's name. Also, why is the person whose name you listed a good accountability partner? *I can complete the check-in report alone. I am responsible and organized, so I can keep track of all the information in my planner/scheduler. If I cannot find a counselor by the intended completion date, I will ask someone from my treatment team to be my accountability partner. My treatment team knows about the field so at least one of them would be a good accountability partner.*

**Answer AFTER the Intended Completion Date**

**Assessment Question:** Did you meet your S.M.A.R.T. goal? If so, what helped you to meet your goal? If not, what caused the delay? *I met my goal of scheduling an appointment with a substance use counselor. I will meet with the counselor the day after I leave IP treatment. My spouse will drive me to the session. Gathering numbers from sober friends and my treatment team helped. Also, keeping track of counselor availability, location, and pricing helped me to complete my goal.*

Time-Specific S.M.A.R.T. Goals

Worksheet L

Time-Specific S.M.A.R.T. Goals for **1-Week** Interval

Circle One  
Week 1 2 3 4

**Specific (Give details about the exact goal that you want to accomplish.)**

I would like to schedule a counseling session with a substance use counselor to address relapse prevention. I would like to meet with the substance use counselor within a week of being discharged from inpatient/residential treatment.

**Measurable (List details of how you will track or measure your goal attainment.)**

I will identify 1-3 substance use counselors to ask about availability, location, and costs. I will schedule at least 1 session with the substance abuse counselor before I leave inpatient/residential treatment so that I won't be vulnerable while transitioning from inpatient to outpatient treatment.

**Attainable (Ask yourself if the goal is realistic/reasonable. Then, ask yourself if you have what is needed to make your goal possible. Think about any skills or things that you will need to complete your goal. If you need help to achieve your goal, list the name(s) and number(s) of the person(s) who can support you.)**

I have what is needed to make the goal possible. I asked a sober friend, my inpatient treatment team members, and my sober spouse for some names of substance use counselors. I retrieved 2 names and contact information. I also have a notebook on my telephone and a planner so that I can document pertinent information and available meeting days/times.

**Relevant (Describe why you want to achieve this goal. Discuss why achieving this goal matters to you.)**

This goal is relevant to helping me sustain long-term sobriety.

**Timebound (When do you intend to start, give an update on, and complete your goal?)**

**Start Date 3/14 Check-In Report Date 3/17 Intended Completion Date 3/21**

3/14- Gathered 2 substance abuse counselor contact information.

3/19- I will call the 2 substance abuse counselors whose information I received; and, I will discuss the feedback with my spouse.

3/21- I will call 1 of the 2 substance abuse counselors to schedule my first session.

**Start Date Reward**

**How do you plan to reward yourself for starting your goal?** I plan to reward myself with dinner and a movie on the day I leave inpatient treatment.

**Check-in Date Report**

**For the check-in report, give an update on whether you have made any strides towards achieving your goal. At the check-in date, determine if you need help to achieve your goal, list the name(s) and number(s) of the person(s) who can support you, and discuss why the person(s) whose name(s) you listed is a good choice. This person(s) will be known as your accountability partner(s).**

Today is 3/17. So far, I have gathered the names of two substance use counselors. I will call them on 3/19 when I get my next telephone call.

**Answer AFTER the Intended Completion Date**

**Assessment Question: Did you meet your S.M.A.R.T. goal? If so, what helped you to meet your goal? If not, what caused the delay, and what do you intend to do to address any barriers that caused the delay? How do you plan to reward yourself for attempting to meet or meeting your goal?**

TBD



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