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# SMART Goals

**Specific: You can state clearly where you are going**

**What exactly do you want to accomplish?**

- *What will it look like when you reach your objectives?*
- *Choose a time frame that makes sense for this objectives, and would you please tell me exactly what you want to have accomplished by then?*
- *If you would be more specific, what is the outcome that you want?*

**Measurable: You have included a way to measure progress**

- *How can you quantify this goal (put it into a number) so we'll know when you've reached it?*
- *You said you want a more balanced life, please define what you mean by more.*
- *How could you state this objective so your progress toward it is measurable?*

**Attainable: It is within your capabilities and depends only on you**

- *Is this good within your capabilities?*
- *Is it reasonable possible?*
- *Are there any barriers or circumstances that preclude reaching the goal?*
- *Does this goal depend on anyone else's choices?*
- *How can we reword it so it depends only you?*

**Relevant: You care enough about this goal to make it a priority**

- *Why is this important to you?*
- *What are you willing to let go of or cut from your schedule to work on this goal?*  
*On a scale of one to ten, how important is it to you to reach this goal?*

**Time-Specific: It has a deadline**

- *By when will you reach the goal? (Or by when will this be an established habit)?*
- *When will you start?*
- *What is the timeframe?*

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# GROW Model

## Session's Goal Questions

- *What do you most want to talk about?*
- *What outcome would make this conversation a great success?*
- *What do you want to get out of our time together?*
- *How could you rephrase that goal so it depends only on what you do and not on others?*

## Long-term Goal Questions

- *What specifically do you want to accomplish?*
- *What will be different as a result of working on this area?*
- *How can we make that goal measurable---so we know when you have achieved it?*
- *By when do you want to have this done?*
- *In a month or three months---whatever time frame you want to work in---what do you want to have accomplished?*

## Reality Check Questions

- *How many times did you do that in the last week?*
- *What is your weight (or monthly sales, or the state of your in-box) right now?*
- *When was the last time that happened?*
- *What have you actually accomplished on this today?*
- *How about this week?*
- *Who else is involved in the situation? ---How?*
- *What have you tried already?*
- *What differences did those actions make?*
- *Which factors are most important in this matter?*
- *What events or choices lead you to this place?*

## Options Questions

- *What could you do about this?*
- *What other potential courses of action can you think of?*
- *Let's shoot for a least five potential solutions.*
- *What else could you do?*
- *If you have unlimited resources and knew you couldn't fail, what would you try?*
- *What if this obstacle was removed? What would you do then?*

- *What could you do to overcome this obstacle?*
- *What are your options?*
- *Who could help you?*
- *What other resources could you draw on to tackle this?*
- *Who else could you ask for creative ideas?*
- *What have you seen others do that might work for you?*

**Will Questions**

- *Which option(s) do you want to pursue?*
- *Turn that into an action step: what will you do by when?*
- *What step could you take this week that would move you toward your goal?*
- *You mentioned that you could do.....,What will you commit to doing?*

**Checking Motivation**

- *On a scale one to ten, how likely is it that this step will get done in the time frame you have set?*
- *How could we alter that step to turn that “six” to an “eight”?*
- *Are there any obstacles we need to address to make sure this step gets done?*

