Goal Setting
Guide
&
Workbook

The required stuff….

While we're discussing the legal stuff, you should know this: I absolutely groove on helping people declutter their lives, clarify priorities, and figure out how to thrive! And people very often let me know that I'm quite excellent at doing just that (feeling humbled, I am).

However, I am not a licensed health care professional and my services don't replace those of a licensed health care professional. The bottom line, I offer my expert knowledge, guidance and experience, but it doesn't come with a mental health degree. So if you're chill with that, I invite you to dive in and learn how to set big, juicy goals!

The fun stuff….

If you're so inclined, I'd love to connect (actually, I'd be thrilled!). I'm probably in some of the same places you are….and I am sharing all kinds of great stuff.

The props…

I'd like to give a big round of applause to Unsplash - the photographers there never let me down! They share amazing images that I am honored to use.

How To Set S.M.A.R.T. Goals

As a professional organizer, it's probably beyond obvious that I work with people who want to get organized. And getting organized is a goal – but it's not a SMART goal.

You are probably confused, right? Why would a professional organizer say getting organized isn't a SMART goal?

Simple answer - because it's far too broad. That fact alone, the broadness, means it doesn't meet the criteria for being SMART.

So what is SMART? The idea of SMART goals has been around for a long time – **SMART** stands for: **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**imely.

Why is setting SMART goals so important? Because far too often the goals we set for ourselves are too vague, too lofty or otherwise less than helpful.

A well crafted, thoughtfully set goal will be more than just a statement of intent. It will help guide your decision making because it will clearly define your destination.

Learning how to set SMART goals will increase the likelihood that you will be successful.

Let me show you what I mean using this sample goal:

*"I want to declutter my living and dining rooms,
making them feel warm and inviting, so I can invite friends over
for my daughter's graduation celebration without feeling embarrassed
or having to apologize for the mess."*

On the next pages we are going to see how this goal meets the SMART goal standard.

Get SMART!

How To Set S.M.A.R.T. Goals

OUR SAMPLE GOAL:

*"I want to declutter my living and dining rooms,
making them feel warm and inviting, so I can invite friends over
for my daughter's graduation celebration without feeling embarrassed
or having to apologize for the mess."*

SPECIFIC

Notice how our sample goal is written. It has some very specific details mentioned. In this case the goal is a vision of what the end result will look and feel like. This level of detailed description makes it much more powerful than simply saying: I want to declutter my living room and dining room.

Any goal, no matter what it relates to, is going to be much more helpful if it's very specific. As you set your goal, ask yourself, "What, exactly, must I do to reach this goal?"

For our sample goal, the answer might be: "I will clear the clutter from the dining room table, from the sideboard, from the coffee table, and living room side tables,so that guests have a place to sit and to put their plates and glasses. I will re-home what I can and will ask my family to retrieve and put away what belongs to them. I will let go of anything we aren't using. And I will recycle all the outdated paper, including magazines that are more than two months old. Since the dining table catches most of our incoming paper and mail, I will put a pretty container there so this it doesn't take over the surfaceagain. Finally I will dust and vacuum so that the space feels clean and inviting for guests."

When you use this level of detail, you'll be better able not only to gauge your progress, but also to determine when you've achieved your goal.

spe·cif·ic

adjective meaning:

clearly defined or identified

HOW TO SET S.M.A.R.T. GOALS

OUR SAMPLE GOAL:

"I want to declutter my living and dining rooms,
making them feel warm and inviting, so I can invite friends over
for my daughter's graduation celebration without feeling embarrassed
or having to apologize for the mess."

MEASURABLE

Being specific helps you create measurement standards. These measurement standards do two very important things. They let you know when you've truly accomplished your goal. And they act as a guide for setting sub-goals.

Let's quickly talk about the importance of have sub-goals. Sub-goals are the tasks or steps you need to take in order to reach your overarching goal. It's a way of simplifying the complex so you can focus on what you need to do without distraction. YOu can read

Think of sub-goals as directions. When we drive somewhere new we map out the route. Sub-goals are like the turn-by-turn directions to our destination - in this case they map the path to our goal. (If you want more information on sub-goals and the goal planning process tune into this video.)

Here is a how a measurement standard for our sample goal, along with the the accompanying sub-goals might look:

- There will be nothing on the dining room table other than a basket to collect incoming mail.
    - ❑ Sub-goal 1: All items on dining table will be removed and sorted.
    - ❑ Sub-goal 2: Items that we no longer need will be let go.
    - ❑ Sub-goal 3: Items that will stay will be properly housed.
    - ❑ Sub-goal 4: Items that belong to others will be returned.
    - ❑ Sub-goal 5: A container for collecting the incoming mail will placed on the table to prevent paper from overtaking the surface.
    - ❑ Sub-goal 6: I will schedule 15 minutes each week to deal with the collected mail and that appointment will be treated as any other important event.*
    - ❑ Sub-goal 7: I will make it clear to the family that a new standard has been set and no longer may we use the dining table as a dumping zone for miscellaneous items.*

*The two two starred sub-goals are actually going to require habit change. So it's possible (probable really) that they will be need to become goals in their own right.

the **OrganizingMaven** { Clear your clutter... ...find your HAPPY! }

How To Set S.M.A.R.T. Goals

OUR SAMPLE GOAL:

*"I want to declutter my living and dining rooms,
making them feel warm and inviting, so I can invite friends over
for my daughter's graduation celebration without feeling embarrassed
or having to apologize for the mess."*

ACHIEVABLE
One of the reasons that goals can sometimes seem extra challenging to reach is that they're not realistic - sometimes they are even rooted in fantasy. To be achievable, your goal needs to be one that's realistic to realize based on the amount of time, effort, and resources you're ready, willing and able to commit. (Find out about the subtle differences between ready, willing and able here - and why being willing is key!)

For example, if you set a goal that requires six hours of time each week and you know you can't give it more than two or three, you are probably setting yourself up for failure. That doesn't mean you can't set that goal, it just means you have to be honest with yourself and rethink the timetable.

To determine whether a goal is achievable, ask yourself, 'Is reaching this goal realistic right now, all things considered about my circumstances? Is my willingness to commit at the level it needs to be? What resources do I need to reach this goal? Do I have those resources?'

For our sample goal, the answer might be, 'Yes, it's realistic. I am highly motivated and anxious to get started. I have a clear vision of the result I want to achieve. The resources I need are six hours of time to sort through and weed out the stuff that's currently in the dining room and living room, space to store the things I want to keep, and a way to get rid of the stuff I'm letting go of. Plus time each week to maintain the space and keep it clutter free. I have all of those resources.'

Are the odds in your favor?
Do you have what it takes to win?

the **Organizing Maven** { Clear your clutter... ...find your HAPPY! }

HOW TO SET S.M.A.R.T. GOALS

OUR SAMPLE GOAL:

*"I want to declutter my living and dining rooms,
making them feel warm and inviting, so I can invite friends over
for my daughter's graduation celebration without feeling embarrassed
or having to apologize for the mess."*

RELEVANT
A relevant goal is one that's meaningful to you. By meaningful to you - I mean it resonates deeply and you authentically want it. Make certain it's not something you think you 'should' do - that will only backfire, leaving you feeling resentful.

The relevance of the goal will affect your motivation. Your motivation is your 'why' and a compelling why is a critical component for success. So when you set any goal, you must ask yourself: Why does this matter to me?

Want a little guidance on how to dig down and find your authentic motivating factor? I've got help for you over here in this video, or if you prefer to read you can find the text here.

For our sample goal, the answer to that question might be, 'It matters because I haven't had people over for several years due to the shame I feel about my cluttered home, and I really want to change that. Plus I really want to celebrate my daughter's achievement without having to rent outside space.'

Knowing that something meaningful and significant is driving the change goes a long way to keeping the motivation level up, and that makes taking action much, much easier.

Does it excite you?

HOW TO SET S.M.A.R.T. GOALS

OUR SAMPLE GOAL:

*"I want to declutter my living and dining rooms,
making them feel warm and inviting, so I can invite friends over
for my daughter's graduation celebration without feeling embarrassed
or having to apologize for the mess."*

TIMELY

Finally, it's important to set some sort of time frame for your goal. Without a schedule, there's a chance (a good one if you haven't gotten clear on your motivation!) you'll put off working toward achieving your goal. That's just human nature - we're hard wired to procrastinate, so we need to help ourselves overcome that tendency by creating deadlines.

Depending on the nature of your goal, you might set a very specific date (July 4th), or you might set a deadline based on another event or activity (by the time Thanksgiving arrives).

Because our sample goal already has a deadline built in (the graduation), we just need to do a little reverse engineering: 'I need to achieve this by end of the second week in May, so I can confidently send party invitations by May 21st, in time for the June 15th graduation.' Now we're clear on when things need to be done and we can work backwards from our deadline to create a more detailed timeline.

Setting SMART goals, whether for organizing, clutter clearing or something else, will make success much more likely. Plus, you will be rewarded with clarity of focus as you work toward realizing your goal. The next time you sit down to do some goal setting, make sure you take the time to set them SMART.

****

On the next page is my Super Simple Goal Setting worksheet (you can edit and save it). It will help you jump start the goal planning process. My experience tells me that those who gain clarity about why they want the goal and hold the belief they can actually reach the goal, are exponentially more likely to be succesful. The worksheet will help you capture these two things in detail, and will propel you to take the first action.That's important because getting started - taking that first step - is always the hardest part. This exercise acts as a springboard, helping you jump onto the success path.

SUPER SIMPLE GOAL PLANNING SHEET

MY S.M.A.R.T. GOAL IS….

I WANT IT BECAUSE….

I KNOW I CAN ATTAIN IT BECAUSE….

MY TIMELINE FOR REALIZING THIS GOAL IS….

MY FIRST ACTION STEP IS….

I WILL TAKE THE FIRST STEP ON….