

# Business / Personal Goal Planning Sheet

<b>DATE:</b>	<b>TARGET DATE:</b>	<b>DATE ACHIEVED:</b>		
<b>YOUR GOAL</b>				
(Draft a ' <b>S.M.A.R.T</b> ' statement ~ <b>S</b> pecific, <b>M</b> easurable, <b>A</b> chievable, <b>R</b> ealistic, <b>T</b> ime-framed ~ that defines the 'result and/or outcome' that <b>YOU</b> want to achieve)				
<b>What are the BENEFITS to be gained from your achieving this GOAL?</b>				
<b>What are the NEGATIVES that may result from your failure to achieve this GOAL?</b>				
<b>What are possible OBSTACLES?</b>		<b>What are possible SOLUTIONS?</b>		
<b>Who will support / mentor you?</b>				
<b>How will you track your progress?</b>				
<b>Does this GOAL support your values?</b>		Yes	<input type="checkbox"/>	No
<b>Is it worth your Time, Effort and Money to reach this GOAL?</b>				

# Business / Personal Goal Planning Sheet

<b>DATE:</b>	<b>TARGET DATE:</b>	<b>DATE ACHIEVED:</b>		
17/10/2007	31/12/2007	<i>Yet to be completed</i>		
<b>YOUR GOAL</b>				
(Draft a 'S.M.A.R.T' statement ~ Specific, Measurable, Achievable, Realistic, Time-framed ~ that defines the 'result and/or outcome' that YOU want to achieve)				
<i>To establish, within the next three months and then maintain, a lifestyle that totally excludes smoking as part of my daily existence.</i>				
<b>What are the BENEFITS to be gained from your achieving this GOAL?</b>				
<i>Improved health, extra 'spending' money, a feeling of 'personal achievement' as well as family recognition of the positive outcome.</i>				
<b>What are the NEGATIVES that may result from your failure to achieve this GOAL?</b>				
<i>A feeling of 'personal failure', increased 'stress', no health improvement/s, embarrassment resulting from my lack of commitment and loss of credibility.</i>				
<b>What are possible OBSTACLES?</b>		<b>What are possible SOLUTIONS?</b>		
<input checked="" type="checkbox"/> <i>Social enjoyment</i> <input checked="" type="checkbox"/> <i>Lack of commitment</i> <input checked="" type="checkbox"/> <i>Lack of confidence</i> <input checked="" type="checkbox"/> <i>Peer pressure</i> <input checked="" type="checkbox"/> <i>Stress (work and home)</i>		<i>Apply 'ACTION STEPS' that address each of these obstacles.</i>		
<b>Who will support / mentor you?</b>		<i>Partner / Close Friend</i>		
<b>How will you track your progress?</b>		<i>Count cigarettes smoked</i>		
<b>Does this GOAL support your values?</b>		Yes	<input checked="" type="checkbox"/>	No
<b>Is it worth your time, effort and money to reach this GOAL?</b>				<input checked="" type="checkbox"/>

# Business / Personal Goal Planning Sheet

Draft a list of **S.M.A.R.T.**, 'simple yet focused' **ACTION STEPS** that will assist you to achieve your **GOAL**

#	S.M.A.R.T Action Plans	Target Date:	Date Review	Date Completed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

# Business / Personal Goal Planning Sheet

Draft a list of **S.M.A.R.T.**, 'simple yet focused' **ACTION STEPS** that will assist you to achieve your **GOAL**

#	S.M.A.R.T Action Plans	Target Date:	Date Review	Date Completed
1	Phone the Quit Campaign line by the end of the week and arrange for them to send me the appropriate literature within a fortnight.	24/10/2007	27/10/2007	
2	Immediately upon committing to quit smoking, ask my ex-smoking friends/work colleagues to mentor my progress and offer appropriate guidance when the going gets tough.	17/10/2007	31/12/2007	
3	Phone my doctor by the end of the week for a full and detailed, smoker-related medical examination within the next fortnight.	24/10/2007	31/10/2007	
4	Immediately following the appointment with my doctor, search out supportive and/or more detailed literature through the Web, or library visits.	31/10/2007	31/10/2007	
5	During the first fortnight, seek feedback and comment from non-smoking friends/work colleagues regarding their views on the negative aspects of smoking.	31/10/2007	24/10/2007	
6	During the first month, acquire and then read books and/or magazine articles (from my friends/work colleagues and/or purchase them from healthcare shops).	17/11/2007	31/10/2007	
7	Within the first month, implement a plan of action using information from the Quit Campaign notes, advice/comments from my doctor, friends and work colleagues.	17/11/2007	31/10/2007	
8	Within three weeks of my commitment to quit smoking (and after the initial literature review), arrange to attend a counselling session or a local support group.	7/11/2007	7/11/2007	
9	During the first two months, establish a lifestyle where smoking would become totally inappropriate personal behaviour.	17/10/2007	17/12/2007	
10	During the first two months, develop my behavioural habits through implementing an effective and monitored 'good health plan'.	17/10/2007	17/12/2007	