**SMART goal builder – use this process for SHORT – MEDIUM – LONG-TERM GOALS**

|  |  |
| --- | --- |
| **GOAL – what does your client want to achieve – in a sentence. This is what your client might tell you – and your job is to then make it SMART** | |
| **Specific** | One thing – not multiple things |
| **Measurable** | You MUST be able to measure progress and/or success |
| **A**chievable | Also = Agreed. Is it achievable – explain why |
| **R**elevant | Also = Realistic. |
| **T**ime-bound | **Short usually 4 – 6 weeks**  **Medium usually around 3 - 6 months**  **Long term – usually 6months+ / 1 year or more** |

**There are three blank tables after this page for you to use with your client.**

**SMART goal builder – use for SHORT – MEDIUM – LONG-TERM GOALS**

|  |  |
| --- | --- |
| **GOAL – what does your client want to achieve – in a sentence** | |
| **Specific** |  |
| **Measurable** |  |
| **A**chievable |  |
| **R**elevant |  |
| **T**ime-bound |  |

**SMART goal builder – use for SHORT – MEDIUM – LONG-TERM GOALS**

|  |  |
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**SMART goal builder – use for SHORT – MEDIUM – LONG-TERM GOALS**

|  |  |
| --- | --- |
| **GOAL – what does your client want to achieve – in a sentence** | |
| **Specific** |  |
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| **R**elevant |  |
| **T**ime-bound |  |