



## How to Set SMART Goals

Setting goals that you can achieve is an important part of making changes, when it comes to eating healthier and being more active!

Start off on the right track by setting SMART goals. SMART stands for:

- | Specific
- | Measurable
- | Action-oriented
- | Realistic
- | Time Frame.

Setting SMART goals will help you:

- | Focus on specific behaviours and skills that you want to change.
- | Make your goals realistic and achievable.

Read on to learn how to set SMART goals that can keep you on the road to success!



### **Steps you can take**

Before writing your SMART goal, choose the specific eating or lifestyle behaviour that you would like to change.

For example, 'I want to':

- | Eat more vegetables and fruit.
- | Walk more often.
- | Eat breakfast.
- | Eat meals at home more often.
- | Choose healthy snacks.

- | Choose whole grain products.
- | Drink more water.

If you don't have one or two goals that you want to change right away try tracking your eating and physical activity habits. This will help you to find out what areas you would like to work on. Refer to Additional Resources for a copy of the Food and Physical Activity Diary.

How do I set a SMART Goal?

Follow the five steps below to set a SMART goal:

### 1) Be Specific.

The more specific you are about your goal, the more you will be able to track your progress and measure your success.

- | What will you do?
- | How will you do it?
- | When will you start?

For example, a goal to eat smaller portions or more vegetables is not very specific. Instead, set a more specific goal to:

- | Have one serving (75 g (2 ½ oz)) of skinless chicken, fish or lean meat on a smaller plate at dinner.
- | Have one serving of vegetables (½ cup) with lunch.

### 2) Make your goal Measurable.

Set a goal that you can measure. This will help you to track your progress. For example, a goal to be active more often cannot be measured very well. But you can measure a goal to walk for 30 minutes three times a week and track this in an activity journal. Think about what you will measure, how often you will measure it and how you will track it.

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### 3) Set small, achievable Action-oriented goals.

Set goals that you have control over and can change. Focus on behaviours or an action rather than thoughts and feelings. For example, a goal to reduce cravings for sweets (a feeling) would be hard to achieve. But, a goal to replace cookies or cakes as a dessert at supper with fruit is an achievable action-oriented goal.

### 4) Be Realistic.

Be realistic about the goals you set for yourself. Choose a goal that you know you can achieve. This will help build your confidence and set you up for long-term success. For example, choosing to pack your own lunch everyday when you have not done this before may not be the best first step. A more realistic goal may be to pack and bring your lunch to work three times a week.

### 5) Give yourself a Time Frame.

Give yourself a period of time or a target date to work on your goal. A time frame will help keep you focused and motivate you to reach your goal. One week to one month is usually a good time frame to start with.

Tips to help you reach your goal:

- | Set 1-3 goals at a time. Setting too many goals at once can make it hard for you to achieve them.
- | Record and track your progress.
- | Plan ahead. Be prepared for obstacles. What could make it hard for you to reach your goal? What can you do about that now?
- | Remember the reasons why achieving your goal is important to you. For example, it may be improved health or having more energy to play with your kids. This will help you to stay motivated.
- | Tell others about your goal and share the progress you are making.
- | Celebrate your successes no matter how small. Find ways to

reward yourself:

- | Take time for a favourite hobby.
- | Go on a special outing.
- | Sign up to learn a new activity such as curling, skating or swimming.
- | Add a bead or charm to a bracelet, necklace or keychain.

What should I do if I don't reach my goal?

Stay positive. Take time to reflect. Build on what worked; think about what you could change. Setbacks are a normal part of the change process. Change your goal if you need to.

- | Was your goal too big?
- | Do you need to focus on a different target behaviour?
- | What got in the way of success?
- | What are some solutions?
- | Was the time frame realistic?
- | Were you working on too much at one time?

Don't give up! Remember that change takes time.

## Example of SMART Goal

Be Specific  
Make your goal Measureable  
Set small, achievable Action-oriented goals  
Be Realistic  
Give yourself a Time Frame

The behaviour I want to work on is:

- ▮ Eat more fruit.

How can I make this behaviour a SMART goal?

- ▮ I will eat one serving of fruit at lunch 5 times this week.

How will I track my progress?

- ▮ I will write down when I eat fruit in a food diary.

My reward for achieving my goal will be:

- ▮ I will get the cookbook that I've had my eye on!

How sure am I that I can reach my goal?

◇ Not very sure      ◇ Pretty sure      ✓ Very Sure

Signed: Phyllis Fibre

Date: 15 October

## My SMART Goal

Be Specific  
Make your goal Measureable  
Set small, achievable Action-oriented goals  
Be Realistic  
Give yourself a Time Frame

The behaviour I would like to work on is:

How can I make this behaviour a SMART goal?

How will I track my progress?

My reward for achieving my goal will be:

How sure am I that I can reach my goal?

◇ Not very sure      ◇ Pretty sure      ◇ Very sure

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*These resources are provided as sources of additional information believed to be reliable and accurate at the time of publication and should not be considered an endorsement of any information, service, product or company.*



## Notes

Distributed by:

# DIABETES PREVENTION PROGRAM

## MY PERSONAL GOAL RECORD

**S**pecific  
**M**easurable  
**A**ction oriented  
**R**ealistic  
**T**ime based

Goals:

Deadline for achieving goal: \_\_\_\_\_

**\*\*Choose a goal with importance & confidence of 7 or higher on a scale from 1 to 10\*\***

This goal is important for me because:

Some challenges I may face in achieving this goal are:

Steps I will take to achieve this goal and overcome these challenges:

One thing that I can do tomorrow that will move me closer to my goal is:



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# DIABETES PREVENTION PROGRAM

## How to Use the Pros and Cons Analysis Chart

1. Identify healthy lifestyle behaviors you would like to adopt to help better manage your pre-diabetes.
2. On a scale from 1 to 10, how important is this goal to you?  
(1 = least important; 10 = most important)
3. If you rate your goal less than 7 on the importance scale, use the chart on the next page to help motivate you to make changes
4. Write down all the disadvantages and advantages to adopting a specific lifestyle behavior
5. Describe the importance (or impact) of each disadvantage and advantage listed, using a scoring system of 1 to 3
  - 1 = Not very important (Almost no impact)
  - 2 = Important (Has an impact)
  - 3 = Very important (Has a significant impact)
6. Add up the score in each column and write the total score at the bottom of the chart in the space provided
7. The higher score will help you determine if there are more benefits to adopting a healthy behavior or if there are more disadvantages
8. If you score higher for disadvantages, try to problem solve:
  - a. Can you discuss with friends/family/healthcare provider other advantages that you may have forgotten?
  - b. Can you discuss ways to minimize cons?  
*(Ex: If you don't like the taste of vegetables: Try new vegetables that you have not tried before; try new recipes; find ways to incorporate vegetables in foods that you enjoy – grate zucchini in meatloaf so that you cannot see it or taste it as much)*



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# DIABETES PREVENTION PROGRAM

## Pros and Cons Analysis Chart

Healthy Lifestyle Goal

Pros (advantages)	Score	Cons (disadvantages)	Score
<b>Total</b>		<b>Total</b>	

Date \_\_\_\_\_

Name \_\_\_\_\_

**Eat Well, Be Active, and Feel Good About Yourself!**

Time & place	*Hunger/ Fullness rating	Food or Drink (Type & Amount)	Environment Thoughts/Feelings /Triggers	** The Diabetes Food Guide To Healthy Eating (Servings)						
				Veg	Grain/ Starch	Fruit	Milk & Alt	Meat & Alt	Fats/ Oils	Other/ Alcohol
					<i>Carbohydrate rich foods</i>					
<i>8am/home</i>	<i>4</i>	<i>1 sesame bagel</i>	<i>In a rush</i>	-	<i>4 svgs</i>	-	-	-	-	-
			<b>Total</b>							
<b>Physical Activity (What type, how long, intensity)</b>				<b>Other Lifestyle Notes</b>						
<b>Weekly Goals:</b>										

\*Use the 'Hunger Scale' to help you determine your hunger/fullness

\*\*Use 'The Diabetes Food Guide To Healthy Eating' to help you determine the food group and number of servings eaten

# DIABETES PREVENTION PROGRAM

## The Hunger Scale

1.	You're so hungry you'll eat anything
2.	You can't ignore your hunger and everything looks and sounds good to eat
3.	Your stomach is growling and you have hunger pangs
4.	You can feel you're getting hungry and it's time to think about what to eat
5.	You're neither hungry nor full
6.	Just right; you're satisfied but could easily eat more
7.	Totally satisfied; hunger is gone and you won't be hungry for hours
8.	You're full and don't want anything else to eat
9.	You feel stuffed and uncomfortable
10.	You're painfully full and may even feel sick

Adapted from: Appetite for health (AppforHealth.com)



Assess your hunger and fullness before, during and after your meals and snacks. Try to stay within the shaded areas (numbers 4-7) to help keep portions and calories in check.



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# DIABETES PREVENTION PROGRAM

## How to Use the Time Management Worksheet

### **PART A: Identify Obligated Time (Essential activities)**

1. Fill in the hours you work/go to school/volunteer, etc
2. Fill in the time it takes to get ready and travel between home, school, and work.
3. Fill in any other regular appointments (church, transporting children, etc.)
4. Fill in a Lunch and Dinner Break. Include time for food preparation
5. Establish a set time to go to sleep and get up in the morning

### **PART B: Identify Free Time**

1. Assign time for meal planning and grocery shopping
2. Assign time for exercise
3. Schedule fun events-- recreation, watching television, going out with friends.

### **PART C: Analyze Your Situation**

*Use 'My Priority List' to help you with this step*

1. Have you found “hidden time” you didn’t know you had?
2. Is there enough time available to prepare meals, exercise and relax?
3. If your schedule cannot accommodate all the demands on your time:
  - a. Divide your activities in 3 categories using the ‘priority list’ chart on the following page
  - b. Discuss with your family/friends/other how important each task or activity really is
  - c. Analyze your situation:
    - i. Are you able to get help from someone else (friends and family) to accomplish specific tasks?
    - ii. Can you eliminate certain tasks or reduce the duration for some of them if they are not as important? (Ex: Reducing television time from 2 hours/day to 1 hour/day).
    - iii. Can you be more efficient with your time? (Ex: Can you walk during your lunch break at work? Can you go on your stationary bike while watching TV?)
4. If your schedule looks reasonable, then stick to it



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## Time Management Worksheet

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							
23:00							

# DIABETES PREVENTION PROGRAM

My Priority List		
Essential activities	Highly desirable	Desirable



# DIABETES PREVENTION PROGRAM

## Stress management activities chart

Stress management activity	Effectiveness (0–10)										
	0	1	2	3	4	5	6	7	8	9	10

1. Think of activities that you enjoy doing that can help reduce your stress and distract you
2. Analyze your list of activities: Will these activities reduce stress in the long run or only offer immediate stress relief?  
*Example: You are feeling stressed and decide to eat a large bowl of ice cream. The ice cream tastes great in the moment and relieves stress but creates guilt and maybe even more stress afterward.*  
*Solution: Instead, you might want to choose to read a great book to relieve your stress and remain guilt-free*
3. Next time you are feeling stressed try one of the activities listed and write down how effective it was in reducing your stress
4. Once you have rated the effectiveness of each activity you will know what works best for you in the future
5. Remember to problem solve: Try to identify the cause of your stress. Does your stress occur at specific times throughout the day? Are you able to prevent your stress? Can you plan one of the pleasurable activities listed in the chart on a regular basis to help better manage your stress?



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