

## How to set goals

### Step 1 – “The Big Picture”

First, create your “big picture” of what you want to achieve in 6 months to 1 year from now. These are your long term goals. Refer back to what you wrote on your Personal Progress Record. An example of a long term goal would be:

“To be able to walk up my front steps without getting breathless”.



### Step 2 – The steps you need to take to realise the “Big Picture”

Once you have set your long term goals, plan how you will achieve it by setting short term goals. Short term goals are the stepping stones to help you reach your long term goals. They are the small steps you can plan to do today.

An example of a short term goal would be: “To eat a healthy breakfast every morning”

An easy guide for setting short term goals is to make them ‘**SMART**’.



### How to achieve your goals

Once you have decided what you want to change, write an action plan to carefully work out how you are going to do this. See the “Example Action Plan” on the next page as an example of how to do this. This is an example of how to achieve one of the many short-term goals that will ultimately lead you to achieve your long-term goals.

When you are confidently achieving your short-term goals and these behaviours have become part of your healthier lifestyle, continue to make new goals and/or revise your old goals to be more challenging.

If you don't succeed in achieving your goal, don't dwell on it. Lifestyle changes can take some time. Examine your goal. Was it realistic? Do you need to break it up into smaller steps? What factors were barriers to achieving your goal? Did you try to implement it too fast?