Handout 1-D: SMART Goals & Self-Regulation Sheet

Session 4 · about 20 minutes

There's no "big enough" or "small enough." The test is whether the goal is specific, measurable, and has a first step. Add rows if you want.

How to use this sheet

Choose three goals for the next 4–12 weeks (they don't all have to be academic). Fill in Goal 1 first, and make it the goal you most want to keep, because you'll take it to Handout 1-E.

Two terms to know

- **Outcome goal.** The result you want ("pass the exam").
- **Process goal.** The behavior you control ("study three evenings a week"). Pair outcome goals with process goals whenever you can.
- **Zimmerman phases.** Forethought (planning it), performance (doing it and tracking it), and self-reflection (looking back and adjusting).

Question	Goal 1	Goal 2	Goal 3
S · What exactly?	…	…	…
M · How will I measure it?	…	…	…
A · Challenging but doable given my load? (Y / N; adjust if N)	…	…	…
R · Why does it matter? (link to my motivation statement)	…	…	…
T · Deadline	…	…	…
Process goal or outcome goal? (If outcome, what process goal goes with it?)	…	…	…
First action (within 48 hours), as an if–then	…	…	…
Where is this goal in the Zimmerman cycle? (forethought / performance / self-reflection)	…	…	…
My next loop looks like… (Goal 1 only: what I'll do in the next phase)	…	…	…

Most goals you set this week will be in forethought, and that's fine.

Worked example (Goal 1)

Question	Example
S · What exactly?	Work through my certification study guide, one chapter at a time.
M · How will I measure it?	Three 30-minute study sessions a week, ticked off on a wall calendar.
A · Doable given my load?	Y. I have about 5 free hours a week, so three half-hour sessions fit.
R · Why does it matter?	I want a steadier job for my family (from my motivation statement).
T · Deadline	The exam date, six weeks from today.
Process or outcome?	Process. It goes with my outcome goal, “pass the exam.”
First action (if–then)	If it’s Tuesday after dinner, then I’ll open the study guide and read chapter 1 for 20 minutes.
Zimmerman placement	Forethought.
My next loop looks like…	Do the first week, track my ticks (performance), then check on Sunday how many sessions I really did (self-reflection).