

# Action Plan for Setting Goals

---

## SMART FORMULA

The formula for setting goals that move you towards what you desire.

- S = Specific
- M = Measurable
- A = Achievable
- R = Realistic
- T = Timely

Using the SMART Goal setting formula gives you a way to state and structure your goals so that it increases your motivation and the likelihood of the goal coming to fruition.



## USING THE FORMULA

Write down goals you want to achieve.

1.

2.

3.

Sample of client goals: Anxiety relief, get rid of clutter, be on an airplane without panic, calm in social settings, test taking with confidence, stress relief, weight loss, eat healthier, exercise, etc.

### Example Goal: Getting Rid of Clutter

At first glance this might sound like a good goal. Let's put it to the test of the SMART formula for setting goals.

As you do this you will see the problems.

## I. SPECIFIC

- First thing you need to do is to check if the goal is specific:
- It needs to emphasize what you want to happen.
- Includes an action you can take.
- The goal to get rid of clutter is way too big, because it's not specific enough. When a goal is specific you can focus your efforts and clearly define what you are going to do.
- So we need to break it the goal down. Stating what you want to organize, specifically what area, place etc. And for most people we then need to make it even smaller.

What area of a room do you want to start with. If you say, I am going to get my office organized, this is still to big.

- Which takes us to the next step

## 2. MEASURABLE

- Define it in a way that can be measured.
- For example for the goal of being organized can you measure success.
- Then break it down even smaller. What area of a room do you want to start with.
- For example: I am going to get my office organized, is still too big. Instead of the huge goal to organize the office, you might change it to my desk will be free of papers, or the files will be color coded.

Notes:

### 3. ATTAINABLE

- Can it be done?
- Do you have the knowledge or resources to do it.
- Do you need equipment to do it, file cabinet, folders, pens.

### 4. REALISTIC

- Is it doable to organize the office.
  - Is it realistic or possible to organize and do every thing in one day?
1. Break that down to just the desk, or just one part of the file cabinet.
  2. If your goal is weight loss, and you say your goal is to lose 25 pounds in three weeks, it's probably not realistic.
  3. Setting a smaller goal that you can easily accomplish, will provide motivation to start and to keep moving towards success.
  4. Re-evaluate your goal and change it to something that is possible, in the time frame you set. Which brings us to the next step.

### 5. TIMELY

- This means the time frame you set to get it done.
  - Unless you set a day and time it is likely that you will procrastinate about getting started.
  - Add an end date, that it needs to be accomplished by and run that through the Smart Goal formula again.
  - This following is the SMART goal formula:
1. Big Goal: To organize the office.
  2. The first step will be to start with the desk.
    - a. Monday by 4pm, I'll have papers sorted into throw away, file or take action.
    - b. Every day I'll take action on ten pieces of paper on my desk.
  3. I'll make labels, for the files I have sorted my papers into.
  4. A week from today I will have all the papers in the sorted piles in file folders

5. Tuesday of next week I will put each sorted pile into the correct file.
6. Two weeks from today, my desk is organized. and I'll set the next piece for organization.
7. If you still procrastinate then it's important to look at the next step: Going under the symptom (procrastination) to the emotional issues that stimulate it.
8. This will be discussed in other exercise using the mind-body connection.

Setting the Goal: To fly panic free:

- Define it in a way that can be measured.
- Small step: You might start by planning to go to a workshop.
- Small steps:
  - a. Get information, read books where you could learn how to reduce panic.
  - b. Ask for help to get underneath the conscious issues to the root causes
  - c. Practice using the skills you learn
  - d. Using self-hypnosis skills
  - e. Plan a short airplane flight, where you could use panic relief tools you learn.

### Who will benefit from using techniques from the Transformation System?

- If you have be struggling with panic, anxiety, insecurity, self-doubt, migraines, IBS, procrastination or racing mind.
- If you want a step-by-step approach to learn many of the powerful skills and techniques from the Transformation System.
- If you want to let go of reactions that cause you to feel stuck.
- If you are curious about exploring of the potential of your own mind.
- If you would like to experience new ways of taking back control of the thoughts, feelings and images that move through your mind.

Go to: [www.anxietycontrolcenter.com/stress-breath](http://www.anxietycontrolcenter.com/stress-breath) for you first exercise in calming the mind.

## Who is Audrey Sussman, and why should I listen to her?

- Audrey Sussman PhD LCSW, LMHC, NBCCH, CSL, is a graduate from the University of Pennsylvania. As the director of the Anxiety Control Center she developed the Transformation System which uses a 3-pronged approach to help people to release old fears and move ahead in life with motivation and security
- She began her quest to find a way to get relief from anxiety and panic after suffering with panic for years. Now she is a nationally recognized seminar leader, author and has a hypnotherapy practice in NYC and Cherry Hill, NJ.
- Her clients and students achieve phenomenal success using the skills she teaches, making it possible to change old reactions such as panic, phobias, anxiety, assertiveness issues and overwhelm.
- The methods she uses are based on years of research and experience.
- Her online workshops, private hypnotherapy sessions and books make it possible for people to get a real life experience of using the skills.

## Action Steps for Session 1

### Questions to ask yourself before the first session

What are the 3 things that want to change or have different in your life?

- 1.
- 2.
- 3.

What specific issues would you like to work on? List events or situations that cause upset, or old patterns aren't working for you?

- 1.
- 2.
- 3.

Are you aware of any disempowering thoughts or feelings that come up for you more than you'd like? Write them down.

- 1.
- 2.
- 3.
- 4.