

# Facilitator Guide: Set an Effective Goal

## Introduction: Why Goal Setting Matters

### You Say:

"Setting goals gives us direction and helps us feel a sense of progress. Whether it's something big or small, having a clear goal can keep you focused and motivated. Today we'll talk about what makes a goal effective and help you take a first step toward one that matters to you."

### Key points to highlight:

- Goals help build momentum, purpose, and self-confidence.
- An effective goal is **specific, measurable, agreeable, realistic and time-bound and meaningful**.
- Setting goals gives you a way to turn your values into action.

## Step 1: What Makes a Goal Effective

**You Say:** "Let's break down the qualities of an effective goal. You can think of these as the building blocks to set yourself up for success."

An effective goal is:

- **Specific** – Clear and well-defined
- **Measurable** – You can track your progress
- **Agreeable** – You're willing to commit to it
- **Realistic** – Doable with your current resources and situation
- **Time-bound** – Has a timeline or deadline \*\* – Connected to your values and recovery

### Facilitator's Role:

Give examples of goals that may or may not meet the SMART criteria:

Less effective: "Run a 5K."

More effective: "Walk for 30 minutes each day after work this week to build up my stamina."

Less effective: "I want to eat healthier."

Stronger: "I will not visit any fast food restaurants for one week."

## **Step 2: Goal Brainstorm and Quiet Reflection**

**You Say:** "Let's take a few minutes to reflect. Think about something you want to work toward—maybe something that supports your recovery, health, or relationships."

Invite participants to consider:

- What matters to me right now?
- What would progress look like in that area?
- What's one small step I could take this week?

Give participants time to write or think through a goal that feels meaningful to them.

### **Facilitator Quick Tips:**

- Normalize starting small
- Offer examples from health, relationships, finances, routines, or coping skills
- Encourage clarity over ambition

## **Step 3: Optional Sharing and Follow-Through**

**You Say:** "If anyone wants to share their goal or the step they're thinking about, feel free to. Saying it out loud can make it feel more real."

### **Ask:**

- "What could help you follow through on this goal?"
- "Is there someone you can check in with or something you can do to stay on track?"

### **Optional prompts:**

- What might get in the way and how will you handle it?
- How will you know when you've accomplished it?

## **Summary**

The **Set an Effective Goal** tool helps participants turn good intentions into meaningful action. Clear, realistic goals support progress and confidence in recovery, helping participants move forward one step at a time.