

**SMART goal setting**

SMART goals help break down projects into smaller, clearer steps. This can make it easier to plan, stay focused, and complete tasks at your own pace.

**◆ What SMART means:****S – Specific**

- Make the goal clear and detailed.
- Instead of saying “I want to be more organized,” say:  
“*I want to organize my desk by sorting papers into folders.*”
- Ask: *What do I want to do? Where? How?*

**M – Measurable**

- Use numbers or checklists to track your progress.
- Ask: *How will I know I’m making progress?*  
Example: “I will finish one part each day until it’s done.”

**A – Achievable (or: Aligned with my abilities and needs)**

- Pick something that feels manageable, even on low-energy or difficult days.
- Ask: *Do I have what I need to do this? Is it okay to ask for help or take breaks?*

**R – Realistic**

- Choose a goal that fits your time, energy, sensory needs, and support system.
- Ask: *Can I do this in my current situation?*  
Example: If loud environments are stressful, consider how you’ll manage that in the goal.

**T – Time-bound**

- Set a time limit or schedule, but be flexible.
- Ask: *When will I start? When do I want to finish?*  
You can break this into smaller steps and add buffer time.

**Extra tips for goal-setting:**

✓ **Use checklists or visual tools** – seeing tasks broken down step-by-step can make goals easier to manage.

✓ **Break it into micro-steps** – even “start writing a report” can be broken into:

1. Open the document.
2. Write the title.
3. Write one sentence.

✓ **Use reminders or prompts** – timers, sticky notes, apps, or support from others can help you stay on track.

✓ **Plan for sensory needs** – if the task environment might be overwhelming, think ahead about how to adapt (headphones, breaks, lighting, etc.).

✓ **Self-compassion matters** – it’s okay to adjust your goal or take longer if needed. Flexibility is success, too.

✓ **Celebrate your wins** – whether it’s finishing a task or just making progress, every step counts.