

SMARTER Goal

Date:

Life Aspect: Health & Wellbeing

My Big Picture for this aspect of my life is

Always in good health, fit, strong and energetic...

<p>Specific Goal</p> <p style="text-align: center; font-size: 1.2em;">Lose 30 pounds.</p>	
<p>How the goal will be Measured</p> <p>Weight lost per week: ↙ COULD ALSO INCLUDE THE EXPECTED TIME FRAME FOR THIS GOAL IN EITHER OF THESE STATEMENTS ↘</p>	
<p>Reason this goal is important to me.</p> <p style="text-align: center;">I want to be able to play with my kids.</p>	
<p>Actions required to achieve goal</p> <ol style="list-style-type: none"> 1. Chose diet 2. Reorganise kids eating arrangement - husband to help. 3. Start diet ← CAN BREAK THIS DOWN FURTHER ONCE DIET IS SELECTED. 4. Start exercise <ul style="list-style-type: none"> - walk 5 km - walk/jog 5 km - jog 5 km 	<p>Time-line for each action item</p> <p>1 week to research and select diet</p> <p>1 week to change routine</p> <p>15 weeks to lose 30 pounds</p> <p>5 weeks</p> <p>5 weeks</p> <p>5 weeks</p>
<p>Is it: <input type="checkbox"/> Enjoyable, <input type="checkbox"/> Exciting and <input checked="" type="checkbox"/> Ethical</p>	
<p>Resources required</p> <p>Diet plan and food</p> <p>New running shoes</p> <p>Support from husband.</p>	
<p style="text-align: center;">↑</p> <p style="text-align: center;">End result worth the effort!</p> <p style="text-align: center;">IMPLIES THAT DIET & EXERCISE IS NOT ENJOYABLE/EXCITING FOR THIS PERSON BUT END RESULT WILL BE GOOD.</p>	



Thursday	
am	
am	← work
pm	
pm	
Friday	
am	
am	← work
pm	← Phone Bill due
pm	
Saturday	
am	Housework
pm	
Sunday	
am	
pm	

Monday	
am	
	← Call plumber.
	← work
pm	
Tuesday	
am	
am	← work
pm	
pm	← Library → Research diet
Wednesday	
am	
am	← work
pm	
pm	

Priority	To Do Item	Complete
	Select diet	
	Pay phone bill	
	Arrange plumber to fix hotwater system	
	ONLY GOAL RELATED TASKS HAVE BEEN HIGHLIGHTED IN YELLOW - GOOD WAY OF MAKING THEM MORE "IMPORTANT" THAN THE DAY-TO-DAY TASKS	

Tips for using the Weekly Planner:

- Add the week start date at the top of the planner. It's also useful to write each days date next to the name of the day.
- Using different coloured pens, highlight different parts of the week in different colours to indicate your focus for that block of time. The planner is currently set-up using yellow for 'work-time' and orange for everything else. Set your own colour scheme for each focus area (for example exercise, family time, time-out, etc) and use this throughout all of the planners you're using so you can pick out focus areas at a glance.
- Include the What? Where? When? Who? How?

Tips for using the To Do List:

- Make task descriptions as detailed as necessary for you to achieve them, but they won't be as detailed as those on the Daily Planner To Do List.
- Prioritise the items as High | Medium | Low priority (or number them, with one being the highest).
- Do the High priority items first
- Only add the items that you can do in a week - it may only be part of a longer term goal. Add the other items onto a Grass-Catcher List or the Monthly | Quarterly Planner
- Tick off completed tasks. Any items you don't get done get put on the top of the To Do List for next week.

Weekly Planner

Week Starting Week 2

To Do This Week...

Jaipet/AM



Monday	
am	
am	↑ work ↓
pm	↓ work ↑
pm	Andy feeds kids
Tuesday	
am	
am	↑ work ↓
pm	↓ work ↑
pm	Andy feeds kids
Wednesday	
am	
am	↑ work ↓
pm	↓ work ↑
pm	Andy feeds kids P&C Meeting

Thursday	
am	
am	↑ work ↓
pm	↓ work ↑
pm	Andy feeds kids
Friday	
am	
am	↑ work ↓
pm	↓ work ↑
pm	Andy feeds kids
Saturday	
am	Housework
pm	Grocery shopping for diet
pm	Andy feeds kids
Sunday	
am	
pm	Andy feeds kids

Priority	To Do Item
Complete	Get husband to feed kids! Grocery shopping for diet - prepare shop list first P&C Meeting Confirm diet

Tips for using the Weekly Planner:

- Add the week start date at the top of the planner. It's also useful to write each days date next to the name of the day.
- Using different coloured pens, highlight different parts of the week in different colours to indicate your focus for that block of time. The planner is currently set-up using yellow for 'work-time' and orange for everything else. Set your own colour scheme for each focus area (for example exercise, family time, time-out, etc) and use this throughout all of the planners you're using so you can pick out focus areas at a glance.
- Include the What? Where? When? Who? How?

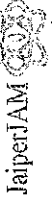
Tips for using the To Do List:

- Make task descriptions as detailed as necessary for you to achieve them, but they won't be as detailed as those on the Daily Planner To Do List.
- Prioritise the items as High | Medium | Low priority (or number them, with one being the highest).
- Do the High priority items first
- Only add the items that you can do in a week - it may only be part of a longer term goal. Add the other items onto a Grass-Catcher List or the Monthly | Quarterly Planner
- Tick off completed tasks. Any items you don't get done get put on the top of the To Do List for next week.

Weekly Planner

Week Starting Week 3

To Do This Week...



Priority	To Do Item	Complete
	Start diet.	

Thursday	
am	
am	↔ work ↔
pm	
pm	
Friday	
am	
am	↔ work ↔
pm	
pm	Shopping for diet!
Saturday	
am	Housework
pm	
Sunday	
am	
pm	

Monday	
am	Start diet today!
am	Public ☆
pm	☆ Holiday!
pm	
Tuesday	
am	
am	↔ work ↔
pm	
pm	
Wednesday	
am	
am	↔ work ↔
pm	
pm	

Tips for using the Weekly Planner:

- Add the week start date at the top of the planner. It's also useful to write each day's date next to the name of the day.
- Using different coloured pens, highlight different parts of the week in different colours to indicate your focus for that block of time. The planner is currently set-up using yellow for 'work-time' and orange for everything else. Set your own colour scheme for each focus area (for example exercise, family time, time-out, etc) and use this throughout all of the planners you're using so you can pick out focus areas at a glance.
- Include the What? Where? When? Who? How?

Tips for using the To Do List:

- Make task descriptions as detailed as necessary for you to achieve them, but they won't be as detailed as those on the Daily Planner To Do List.
- Prioritise the items as High | Medium | Low priority (or number them, with one being the highest).
- Do the High priority items first
- Only add the items that you can do in a week – it may only be part of a longer term goal. Add the other items onto a Grass-Catcher List or the Monthly | Quarterly Planner
- Tick off completed tasks. Any items you don't get done get put on the top of the To Do List for next week.

Weekly Planner

Week Starting Week 4

To Do This Week...

JaiperJAM



Monday	
am	5 km walk
am	↑ work ↓
pm	
pm	Shopping for diet food!
Tuesday	
am	5 km walk
am	↑ work ↓
pm	
pm	
Wednesday	
am	5 km walk
am	Kids swimming
pm	carnival
pm	

Thursday	
am	5 km walk
am	↑ work ↓
pm	Doctor's appointment
pm	
Friday	
am	5 km walk
am	↑ work ↓
pm	
pm	Power Bill due
Saturday	
am	Housework
pm	5 km walk
Sunday	
am	
pm	5 km walk
	Prepare next 4 week Planners

Priority	To Do Item
Complete	Start Exercise
	Pay power bill
	Prepare next 4 weeks Planners-
	Doctor's appointment
	NOTE THE REMINDER TO
	PREPARE THE NEXT SET OF
	WEEKLY PLANNERS.

Tips for using the Weekly Planner:

- Add the week start date at the top of the planner. It's also useful to write each days date next to the name of the day.
- Using different coloured pens, highlight different parts of the week in different colours to indicate your focus for that block of time. The planner is currently set-up using yellow for 'work-time' and orange for everything else. Set your own colour scheme for each focus area (for example exercise, family time, time-out, etc) and use this throughout all of the planners you're using so you can pick out focus areas at a glance.
- Include the What? Where? When? Who? How?

Tips for using the To Do List:

- Make task descriptions as detailed as necessary for you to achieve them, but they won't be as detailed as those on the Daily Planner To Do List.
- Prioritise the items as High | Medium | Low priority (or number them, with one being the highest).
- Do the High priority items first
- Only add the items that you can do in a week - it may only be part of a longer term goal. Add the other items onto a Grass-Catcher List or the Monthly | Quarterly Planner
- Tick off completed tasks. Any items you don't get done get put on the top of the To Do List for next week.



To Do Today... WEEK 4.

Daily Planner - Week 4 Monday

NOTE: PLANNERS FROM

Priority	To Do Item	Completed
	Workload meeting Prepare shopping list.	
	SUE CHOSE NOT TO COLOUR DAILY ACTIONS BUT RATHER CROSS/TICK THEM OFF ONCE DONE.	
	SEE HOW SHE INCLUDES HER DIET PLAN FOR EACH MEAL & REMINDERS TO DRINK WATER.	
	SHE ALSO IS PLANNING TO TIME HER WALK TO SET THE STARTING POINT FOR THIS MEASUREMENT.	

Time	Action
5 am	Glass of water
30	5 km walk - time how long it takes
6 00	Drink water
30	Breakfast - protein shake
7 00	- glass of water
8 00	Workload meeting
9 00	
10 00	Morning break - Apple + glass of water
11 00	
12 pm	Lunch - protein shake + 2 glasses water
1 00	- prepare shopping list
2 00	
3 00	Afternoon break - celery & carrot sticks
4 00	- glass of water
5 00	
30	Glass of water
6 00	Grocery shopping
	Glass of water
7 00	Dinner - fish & veges
	- glass of water
8 00	
9 00	
10 00	

Tips for using the Daily Planner:

- Add the date and day at the top of the planner, for future reference
- Using a highlighted or coloured pen, highlight different parts of the day in different colours to indicate your focus for that block of time. Set your own colour scheme for each focus area (for example exercise, family time, time-out, etc) and use this throughout all of the planners you're using so you can pick out focus areas at a glance.
- Include relevant details for the tasks - What? Where? When? Who? How?

Tips for using the To Do List:

- Make task descriptions as detailed as necessary for you to achieve them - include contact details, step-by-step instructions, resources needed, etc.
- Prioritise the items as High | Medium | Low priority (or number them in order of priority, with one being the highest).
- Do the High priority items first (or do them in order, starting from number 1)
- Only add the items that you can do in a day - it may only be part of a task. Add the other items onto a Grass-Catcher List or the Weekly | Monthly Planner
- Any items you don't get done put on the top of the To Do List for tomorrow
- Tick off items once they're complete.



Time	Action
5 am	Water
30	5 km walk
6 00	Water
30	Protein shake + water
7 00	
8 00	Pack kids swimming gear Pack food for the way + water bottle.
9 00	
10 00	Pear + water
11 00	
12 pm	Protein shake + water
1 00	
2 00	
3 00	Take kids for milkshake Get fruit salad for me!
4 00	
5 00	
6 00	Water Steak & veges Water
7 00	
8 00	
9 00	
10 00	

Priority To Do Item **Completed**

SEE HOW SHE USES THE PLANNER TO
WORK HER GOAL AROUND SCHEDULED EVENTS
SUCH AS THE SWIMMING CARNIVAL.

Tips for using the Daily Planner:

- Add the date and day at the top of the planner, for future reference
- Using a highlighted or coloured pen, highlight different parts of the day in different colours to indicate your focus for that block of time. Set your own colour scheme for each focus area (for example exercise, family time, time-out, etc) and use this throughout all of the planners you're using so you can pick out focus areas at a glance.
- Include relevant details for the tasks – What? Where? When? Who? How?

Tips for using the To Do List:

- Make task descriptions as detailed as necessary for you to achieve them – include contact details, step-by-step instructions, resources needed, etc.
- Prioritise the items as High | Medium | Low priority (or number them in order of priority, with one being the highest).
- Do the High priority items first (or do them in order, starting from number 1)
- Only add the items that you can do in a day – it may only be part of a task. Add the other items onto a Grass-Catcher List or the Weekly | Monthly Planner
- Any items you don't get done get put on the top of the To Do List for tomorrow
- Tick off items once they're complete.

Daily Planner - Thursdays



Time	Action
5 am	Water
30	Walk 5 km
6 00	Water
30	Protein shake + water
7 00	
8 00	
9 00	
10 00	Peas + water
11 00	
12 pm	Protein shake + water
1 00	Work
2 00	Di's Appointment
3 00	Galaxy + carrot sticks + water
4 00	
5 00	Report due 5:00 pm
30	Water
6 00	
7 00	Fish and veges Water
8 00	
9 00	
10 00	

To Do Today...

Priority	To Do Item	Completed
	Report due for work.	
	Di's appointment - check blood pressure & weight.	
	GOOD TO DO THIS WHEN EMBARKING ON WEIGHT LOSS GOALS.	

Tips for using the Daily Planner:

- Add the date and day at the top of the planner, for future reference
- Using a highlighted or coloured pen, highlight different parts of the day in different colours to indicate your focus for that block of time. Set your own colour scheme for each focus area (for example exercise, family time, time-out, etc) and use this throughout all of the planners you're using so you can pick out focus areas at a glance.
- Include relevant details for the tasks - What? Where? When? Who? How?

Tips for using the To Do List:

- Make task descriptions as detailed as necessary for you to achieve them - include contact details, step-by-step instructions, resources needed, etc.
- Prioritise the items as High | Medium | Low priority (or number them in order of priority, with one being the highest).
- Do the High priority items first (or do them in order, starting from number 1)
- Only add the items that you can do in a day - it may only be part of a task. Add the other items onto a Grass-Catcher List or the Weekly | Monthly Planner
- Any items you don't get done get put on the top of the To Do List for tomorrow
- Tick off items once they're complete.



Time	Action
5 am	Water
30	Walk 5 km - Time how long it takes
6 00	
30	Protein shake + water
7 00	
8 00	
9 00	
10 00	Pear & water
11 00	
12 pm	Protein shake + water
1 00	Celery & carrot sticks
2 00	
3 00	
4 00	
5 00	Friday afternoon drinks - stick with diet coke!
30	
6 00	Water
7 00	Chicken & veges
	Water
8 00	
9 00	
10 00	

Priority	To Do Item	Completed
	NICE REMINDER TO GUARD AGAINST FOOD WILLPOWER!	

Tips for using the Daily Planner:

- Add the date and day at the top of the planner, for future reference
- Using a highlighted or coloured pen, highlight different parts of the day in different colours to indicate your focus for that block of time. Set your own colour scheme for each focus area (for example exercise, family time, time-out, etc) and use this throughout all of the planners you're using so you can pick out focus areas at a glance.
- Include relevant details for the tasks - What? Where? When? Who? How?

Tips for using the To Do List:

- Make task descriptions as detailed as necessary for you to achieve them - include contact details, step-by-step instructions, resources needed, etc.
- Prioritise the items as High | Medium | Low priority (or number them in order of priority, with one being the highest).
- Do the High priority items first (or do them in order, starting from number 1)
- Only add the items that you can do in a day - it may only be part of a task. Add the other items onto a Grass-Catcher List or the Weekly | Monthly Planner
- Any items you don't get done get put on the top of the To Do List for tomorrow
- Tick off items once they're complete.

Daily Planner -Sundays.....

To Do Today...



Time	Action
5 ^{am}	
6 ⁰⁰	
7 ⁰⁰	Water
8 ⁰⁰	Protein shake + water
9 ⁰⁰	
10 ⁰⁰	Pear + water
11 ⁰⁰	
12 ^{pm}	Protein shake + water
1 ⁰⁰	
2 ⁰⁰	
3 ⁰⁰	Apple + water
4 ⁰⁰	
5 ⁰⁰	
6 ⁰⁰	Water
7 ⁰⁰	Fish & veges + water
8 ⁰⁰	Prepare next 4 weekly planners
9 ⁰⁰	Prepare next 4 weekly planners
10 ⁰⁰	

Priority	To Do Item	Completed
	Prepare next weeks daily planners	
	Prepare next 4 weekly planners.	
	Weigh myself (2 weeks of diet + 1 week of exercise)	
	NOTE THE REMINDER TO PREPARE THE NEXT SET OF WEEKLY & DAILY PLANNERS, AND THE GOAL MEASUREMENT FOR PROGRESS MONITORING.	

Tips for using the Daily Planner:

- Add the date and day at the top of the planner, for future reference
- Using a highlighted or coloured pen, highlight different parts of the day in different colours to indicate your focus for that block of time. Set your own colour scheme for each focus area (for example exercise, family time, time-out, etc) and use this throughout all of the planners you're using so you can pick out focus areas at a glance.
- Include relevant details for the tasks - What? Where? When? Who? How?

Tips for using the To Do List:

- Make task descriptions as detailed as necessary for you to achieve them - include contact details, step-by-step instructions, resources needed, etc.
- Prioritise the items as High | Medium | Low priority (or number them in order of priority, with one being the highest).
- Do the High priority items first (or do them in order, starting from number 1)
- Only add the items that you can do in a day - it may only be part of a task. Add the other items onto a Grass-Catcher List or the Weekly | Monthly Planner
- Any items you don't get done get put on the top of the To Do List for tomorrow
- Tick off items once they're complete.