



Innovative
WORKPLACE WELLNESS

6 TIPS TOWARDS AN EFFECTIVE GOAL

Wellness Tips

Have you ever wanted to accomplish something but weren't sure where to start? Setting goals is a process. It is a process that takes work, preparation, and commitment but if you have a plan, your chances of success increase significantly. Now, while all of that can sound intimidating, we can break it down into smaller pieces to make it seem much more manageable and achievable.

Short Term vs. Long Term Goal

While you are beginning to set goals, it is important to know the difference between a short-term and a long-term goal. Many short-term goals tend to make up one long-term goal. A short-term goal is a goal that you plan to achieve within the very near future, for example this could be one week or even one month. A long-term goal is something you want to achieve over a longer span of time and tends to be your overall umbrella goal. This time could be a year, the end of a season, etc.



What is a SMART goal?

Specific: What exactly do you want to achieve? What actions will you take?

Measurable: What data will measure the goal? How will you know when you have achieved the goal?

Attainable: Is the goal doable? Do you have the necessary resources and control over this?

Realistic: How does the goal align with broader goals? Why is the result important and applicable to your life?

Time-Bound: What is the timeframe for accomplishing the goal?

Here are some examples of SMART goals you could try:



1) For the next two weeks, I will pack a healthy lunch for work 3 days each week. Pick the days to make it more specific.



2) For the next week, I will walk for 15 minutes on my lunch break all five days during the week. Try blocking the time on your calendar to remind yourself.



3) For the next week, I will drink 16 ounces of water each morning within an hour of waking up. Try setting an alarm on your phone to remind yourself.



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6 Tips to Accomplish Your Goals



1 Write it down- writing out your goals helps you make a more formal commitment to yourself. Writing them down can also serve as a constant reminder of your goal.



2 Visualize it- take the time to imagine what it would feel like if you were to meet your goal. Being able to picture this accomplishment and how it will impact you can be very powerful.



3 Share your goals- this doesn't mean you need to post your goals all over social media but share with a spouse, a friend, or anonymously online. Seeking an external motivator may even lead to you finding someone who has similar goals to work towards.



4 Reframe your thoughts- the way that you think and speak about your goals has a huge impact on your perception of them. Try practicing turning negative thoughts into positive thoughts. Instead of thinking you don't have time to exercise, think of a small amount of time that you DO have to squeeze into your day, for instance twenty minutes during your lunch break.



5 Break down your goals into smaller thoughts- this can help make achieving your overall goal seem much more manageable. For example, instead of saying "I'm going to make home cooked meals every day, start with, I'm going to make 2 home cooked meals this week on Monday and Thursday."



6 Anticipate challenge- try to picture what may hold you back or get in your way of achieving your goal. Are there any barriers you can control?

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