



# Center for Government **Innovation**

## **Aligning SMART goals and your strengths**

Reaching your goals becomes easier when you align them with the natural ways you think, feel and behave – your strengths. This worksheet is designed to help you reflect on the progress you’ve made and consider whether your goal could be reframed in a way that better supports what makes you unique and how you do your work best.

### **Describe a goal or project you’re currently working on**

### **Reflect on your progress**

Success is incremental. Take a moment to think about the small wins you’ve made so far. These moments often lay the groundwork for continued progress and larger accomplishments. Use the questions below to guide your reflection.

- What positive progress have I made so far?
- What has gone well?
- Where have I noticed positive momentum?
- What outcomes am I most proud of?

## **Reflect on what might be holding you back**

Success isn't linear. Not everything will go as planned, and that's part of the journey. Think about where progress has felt challenging or where you're feeling stuck. Use these questions to guide your reflection.

- Where has progress been challenging?
- Is the goal too broad to keep me motivated and on track?
- Do I have the skills, tools, resources and time to accomplish this goal?
- What setbacks have I experienced, and what can I learn from them?

## **Align goal achievement to your strengths**

When your goals align with your strengths, progress often feels clearer and more natural. Think about how your strengths shape the way you think, feel and act—and how you can use them intentionally as you work toward your goals. Use the questions below to guide your reflection.

- What strengths am I already using, and are there others I could lean on more?
- What regular habits do my strengths support that could naturally help me accomplish this goal or project?
- Are there talent gaps that could make this goal harder to reach?
- Could I adjust my approach to better align with my strengths?

## **Write a compelling goal statement**

Use the reference material on the next page as a guide to develop SMART goals and intentionally integrate your strengths into your goal creation.

## SMART goals

SMART goals turn wishes, hopes, dreams and good intentions into action. They help improve focus, increase motivation and support accountability. Remember, achieving SMART goals often feels easier when you also consider how they align with your strengths.

- **Specific** – Clearly define what you want to achieve, including the important *what* and, if relevant *who* or *where*.
- **Measurable** – Progress can be tracked using a clear metric, such as percentages, numbers or milestones.
- **Attainable** – Ambitious yet realistic; based on the resources, tools, skills and time you can control.
- **Relevant** – Connected to what matters and why this goal is personally or professionally important to you.
- **Timed** – Includes clear timelines or deadlines that create priority and help prevent procrastination.

## Progress your thinking to a SMART goal that aligns with your strengths

- Get healthy
- Walk every week
- Walk 45 minutes, seven days a week
- Walk 30 minutes at least five days a week
- Walk 30 minutes at least five days a week to reduce my blood pressure to a normal level
- Walk 30 minutes at least five days a week to reduce my blood pressure to a normal level. Log my walks and blood pressure readings and report my progress to my doctor at my six-month checkup.

## How does this goal align with my strengths?

- **Maximizer:** My overall health is already good, and this goal helps me build on that foundation.
- **Relator:** I improve my chances of success by finding a walking partner.
- **Self-Assurance:** I'm up for the challenge. If I fall off one week, I'm confident I can get back on track the next.
- **Arranger:** I increase my chances of success by reviewing my calendar on Sundays and planning walks for the week ahead.
- **Individualization:** I stay motivated by identifying a variety of interesting places to walk and keeping the routine engaging.