

A person in athletic wear is in a starting crouch on a paved surface, with a city skyline in the background under a bright, hazy sky.

# Setting SMART Goals to Create Healthy Habits

*"A goal without a plan is just a wish." (Antoine de Saint-Exupéry)*

Breaking down your goals into a manageable plan can be the difference between aspirations and accomplishments. You may want to reduce stress, be more fit, lose weight, increase your exercise, eat better or quit smoking. Regardless of your focus, creating specific and attainable goals will lead to healthier habits and lasting lifestyle change.

Using the **SMART goal** framework, you can accomplish your goals and create Healthy Habits.

**SMART goals** are specific, measurable, attainable, relevant and time-sensitive.

---

## Guidelines

**S- Specific** – Is your goal clear and concise?

**M-Measurable** – Can you track progress with your goal?

**A- Attainable** – Is your goal reasonably achievable?

**R- Relevant** – Does your goal match your interest and needs?

**T- Time-Sensitive** – Does your goal have an estimated timeline for completion?

---

Since SMART goals are so detailed, they can help you closely track your progress, allowing for re-evaluation and adjustments along the way.

Here are some helpful examples of SMART goals:

**To improve my vegetable intake, I will add at least one serving of vegetables to my dinner two times a week, for four weeks.**

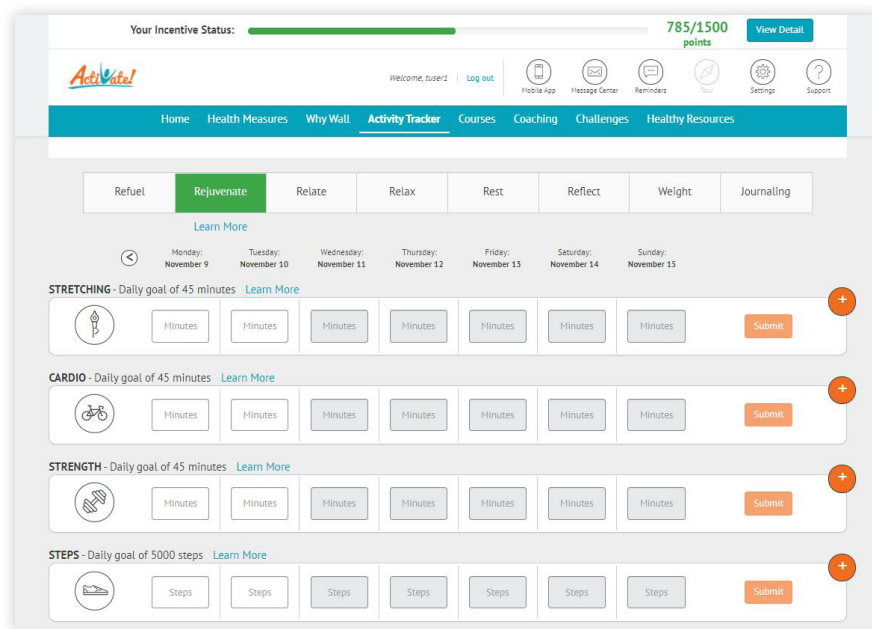
**To get better sleep, I will avoid screen time one hour before bed Monday through Friday, for the next four weeks.**

When it comes to modifying behavior, it's important to remember that it takes time to turn a goal into a habit. How long it takes is a result of many factors, such as the behavior, your commitment to making the change and lifestyle circumstances. According to experts, goals can become a habit in two to eight months. We wish you the best of luck on your health journey as you add SMART goals to your plan!

The Activity Tracker on the wellness portal supports the whole person – mind, body, and spirit – leading to greater vitality, health and wellbeing. It focuses on six key areas, known as the **Six Rs: Refuel, Rejuvenate, Relate, Relax, Rest and Reflect**.

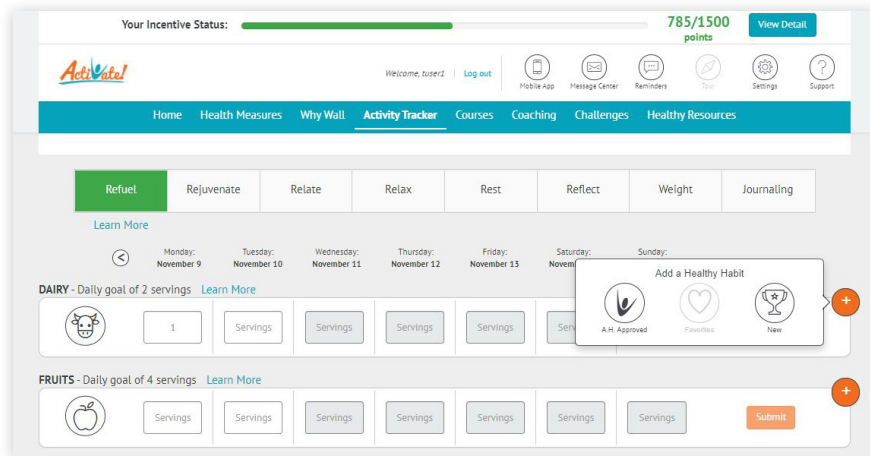
- **Refuel:** Focus on a healthy diet. Proper nutrition is the cornerstone of good health. What you choose to eat not only plays a part in weight management, but it also determines future risk for many diseases.
- **Rejuvenate:** Engage in physical activity. Exercise is a pillar of a healthy lifestyle that not only helps you maintain a healthy weight, but also helps you prevent a variety of long-term illnesses.
- **Relate:** Build healthier relationships. Focus on several key components to healthy relationships including time, respect, communication, flexibility and trust. Healthy relationships are paramount when it comes to achieving optimal health and wellbeing.
- **Relax:** Engage in relaxing endeavors that have a positive impact on long-term wellbeing. Stress-management has a role in all aspects of health and wellbeing.
- **Rest:** Tackle three critical components of sleep: duration (how long you sleep), quality (how well you sleep) and wakefulness (how you feel when you wake up from a period of rest). Getting plenty of quality rest, particularly sleep, is critical to maintaining a healthy mind and body.
- **Reflect:** Take time to reflect. Reflection can stimulate fresh insights, allow reassessment of priorities and help you identify and achieve health-related goals.

Additionally, the Activity Tracker allows you to monitor your weight and provides an outlet for online journaling, which you can use to log your mood, energy level and more.



## Let's Get Started!

To create a goal, select Activity Tracker in the blue menu bar at the top of the home page. Then, select the orange **Add a Healthy Habit** button. You will have three options to choose from: **Favorites**, **Asset Health Approved** or **New**.

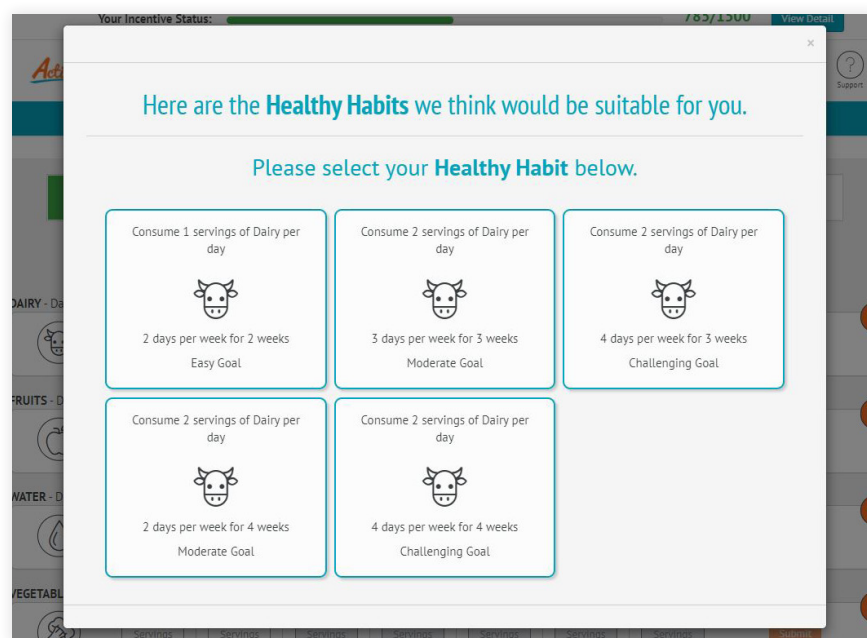


Please Note:

- Favorite Healthy Habits are only available if you have previously created one and checked the **Save to Favorites** box before you selected **Submit**.
- Reporting for any Healthy Habit must begin on a Monday.

### To Select an Asset Health Approved Healthy Habit:

1. Choose your **Healthy Habit Category**. Select an area you wish to work on (i.e., one of the Six Rs categories). Click the **Learn More** buttons for more information.
2. Next, select the **Add a Healthy Habit** orange button. Select **Asset Health Approved**.
3. Configure your Healthy Habit. Select your **Healthy Habit Activity**, which is based on the category you chose. When selecting a Healthy Habit, note the difficulty level (e.g., easy, moderate or challenging), which determines how often you must report the Healthy Habit.



4. You've reached the last step! Select the start date to choose the date you wish to start tracking your Healthy Habit. Remember, Healthy Habits must begin on a Monday.
5. Fill out the space for a unique **Healthy Habit Name**.
6. If you wish to save this Healthy Habit to your favorites, check the **Save to Favorites** box. If you wish to receive reminders to your phone, check the **Receive Text Message Reminders** box.
7. Then, select **Submit** to get started.
8. Once you are done, you will see a message confirming your Healthy Habit's start date. Be sure to return to the portal on the start date and begin tracking your Healthy Habit!

### To Create a New Healthy Habit:

1. Choose your **Healthy Habit Category**. Select any area you wish to work on (i.e., one of the Six Rs categories). Click the Learn More buttons for more information.
2. Next, select the **Add a Healthy Habit** orange button. Select **New**.
3. You've reached the last step! Now, enter the days, weeks and servings/minutes required; start date; and a unique name for your Healthy Habit. Remember, Healthy Habits must begin on a Monday.

The screenshot shows a modal form with the following elements:

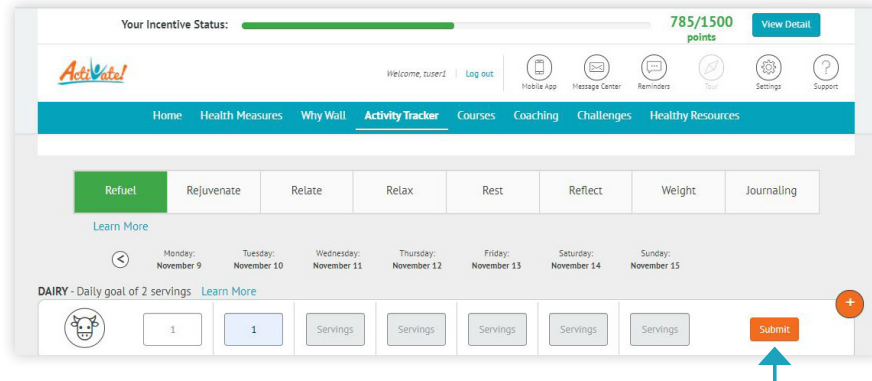
- Title:** Last step! Let's just confirm the details.
- Category:** Refuel
- Activity:** Dairy
- Difficulty level:** TBD (Please choose Days and Weeks Required)
- Fields:**
  - \* Days Required: Please Select...
  - \* Weeks Required: Please Select...
  - \* Servings Required: [Text Input]
  - \* When would you like to start your healthy habit?: Start Date [Calendar Icon]
  - \* What should your healthy habit be called?: Healthy Habit Name [Text Input]
- Checkboxes:**
  - Receive Text Message Reminders (Send to: 773334444)
  - Save to Favorites?
- Buttons:** Submit
- Footer:** \* Required Field

4. If you wish to save this Healthy Habit to your favorites, check the **Save to Favorites** box. If you wish to receive reminders to your phone, check the **Receive Text Message Reminders** box.
5. Then, select **Submit** to get started.
6. Once you are done, you will see a message confirming your Healthy Habit's start date. Be sure to return to the portal on the start date and begin tracking your Healthy Habit!

## How to Report Activity Without Creating a Healthy Habit

You can also report and track any of the Six Rs activities without creating a Healthy Habit. To do this, begin by selecting **Activity Tracker** in the blue menu bar at the top of the home page. Note: If you report your activity without creating a Healthy Habit, this will not go towards your incentive, and is purely for personal tracking purposes.

1. To begin tracking your activity, select the Six Rs category you would like to work on.
2. Select the goal to update the number of servings or amount of time you are working toward. (Please Note: This is not applicable to the Relate, Weight or Journaling categories.)
3. Once you have completed your activity for the day, fill out the text box, then select **Submit**.



4. To report your activity for previous weeks, use the **arrow** button above the activity categories.