

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.

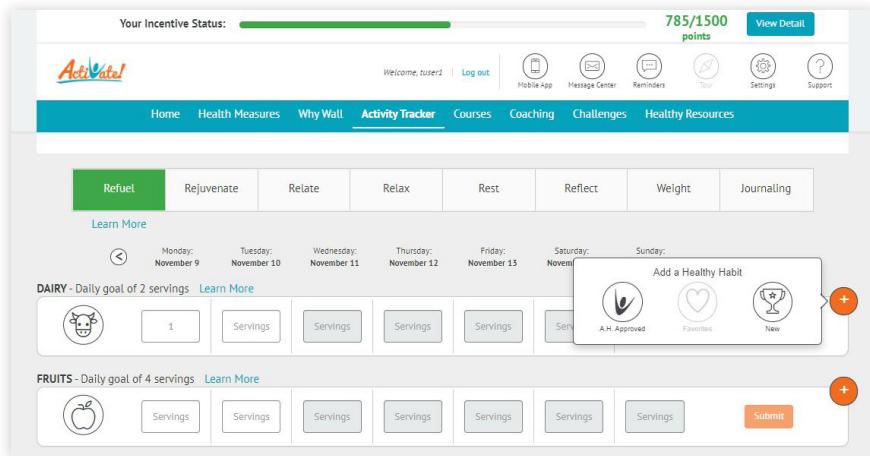
- **Relax:** Engage in relaxing endeavors that have a positive impact on long-term wellbeing. Stress-management has a role in all aspects of health and wellbeing.
- **Rest:** Tackle three critical components of sleep: duration (how long you sleep), quality (how well you sleep) and wakefulness (how you 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.

The screenshot shows the ActivAte! Activity Tracker interface. At the top, there are tabs for Refuel, Rejuvenate, Relate, Relax, Rest, Reflect, Weight, and Journaling. The Rejuvenate tab is selected. Below the tabs, there are four sections for daily goals: STRETCHING (45 minutes), CARDIO (45 minutes), STRENGTH (45 minutes), and STEPS (5000 steps). Each section has a 'Learn More' link and a progress bar with a 'Submit' button. The interface includes a navigation bar with Home, Health Measures, Why Wall, Activity Tracker, Courses, Coaching, Challenges, Healthy Resources, and a 'View Detail' button. The top right shows '785/1500 points'.

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**.



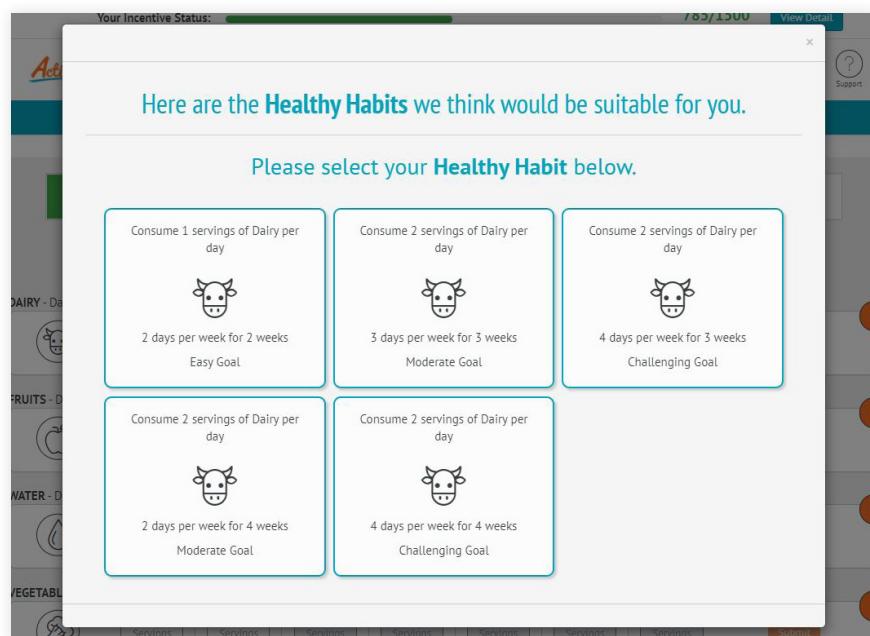
The screenshot shows the 'Activity Tracker' section of the platform. At the top, there are buttons for 'Refuel', 'Rejuvenate', 'Relate', 'Relax', 'Rest', 'Reflect', 'Weight', and 'Journaling'. Below these are two sections: 'DAIRY' and 'FRUITS'. Each section has a 'Daily goal' and a 'Learn More' button. The 'DAIRY' section shows a goal of 2 servings with a 'Servings' button. The 'FRUITS' section shows a goal of 4 servings with a 'Servings' button. At the bottom right of the 'DAIRY' section is an orange button labeled 'Add a Healthy Habit'. To the right of this button are three icons: 'A.H Approved' (with a checkmark), 'Favorites' (with a heart), and 'New' (with a star). A red '+' sign is located to the right of the 'New' icon.

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.



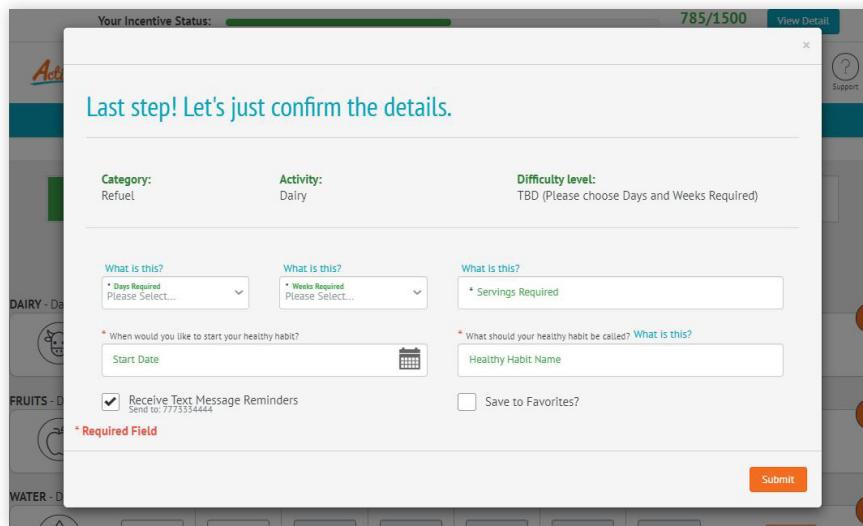
The screenshot shows a dialog box titled 'Here are the Healthy Habits we think would be suitable for you.' It contains the following text: 'Please select your Healthy Habit below.' Below this, there are six options arranged in a 2x3 grid. Each option includes a description, a small icon of a cow's head, and a difficulty level indicator (Easy Goal, Moderate Goal, Challenging Goal). The options are:

- Consume 1 servings of Dairy per day (Easy Goal)
- Consume 2 servings of Dairy per day (Moderate Goal)
- Consume 2 servings of Dairy per day (Challenging Goal)
- Consume 2 servings of Dairy per day (Moderate Goal)
- Consume 2 servings of Dairy per day (Moderate Goal)
- Consume 2 servings of Dairy per day (Challenging Goal)

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 mobile application interface for creating a new healthy habit. At the top, there is a header with 'Your Incentive Status:' and '785/1500' followed by a 'View Detail' button. On the right, there is a 'Support' button with a question mark icon. The main content area has a teal header bar with the text 'Last step! Let's just confirm the details.' Below this, there are three columns of information:

Category:	Activity:	Difficulty level:
Refuel	Dairy	TBD (Please choose Days and Weeks Required)

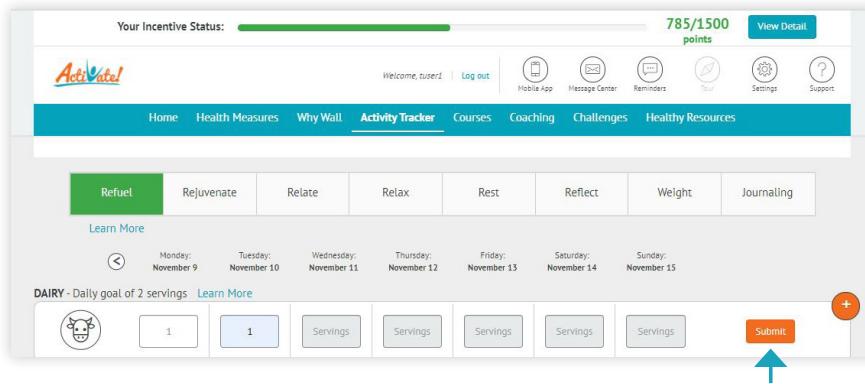
Below these columns are three dropdown menus labeled 'What is this?' with sub-options 'Days Required' and 'Weeks Required', both set to 'Please Select...'. To the right of these is a 'Servings Required' input field. Further down, there are two sections: 'When would you like to start your healthy habit?' with a 'Start Date' calendar icon, and 'What should your healthy habit be called? What is this?' with an input field containing 'Healthy Habit Name'. At the bottom of the form, there are two checkboxes: 'Receive Text Message Reminders' (checked) and 'Save to Favorites?' (unchecked). A red asterisk indicates that the 'Days Required' field is a required field. On the far right, there is a large orange 'Submit' button.

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.