

GOALS



VOICE

Use the person's own words and avoid medical or behavioral jargon.



POSITIVE & EMPOWERING TERMS

Use terminology that stresses the person's strengths and self-determination.



QUALITY OF LIFE

Use common definitions of what it means to live a good life, regardless of diagnosis or 'disability.'



PHRASING

Use simple and clear phrasing with strong verbs for clarity (\leq 6th grade reading level) so the person understands what they're working toward.



NOT SERVICE-BASED

Use goals that focus on the person's progress instead of services and supports.

OBJECTIVES



SUBJECT

The person is the subject of the sentence.



PHRASING

Use simple and clear phrasing with strong verbs for clarity (roughly \leq 9th grade reading level).



NOT SERVICE-BASED

Use objectives that promote a person's progress toward life goals instead of focusing on services and supports.



SPECIFIC

Use objectives with clear expectations and unambiguous language.



MEASURABLE

Use objectives with an observable threshold to allow common agreement if it has been completed. Account for the person's desires.



ACHIEVABLE

Use objectives that are challenging enough for inspiration, but not so difficult that failure is probable.








RELEVANT

Use objectives that are relevant to achieving the goal it is associated with.



TIMEBOUND

Use objectives that have a deadline—start and finish date.

GOALS	Why?	Examples
VOICE 	Important to involve the person in the goal-setting process.	<ul style="list-style-type: none"> ✓ <i>I want to do fun things with my friends.</i> ✗ <i>Patient will participate in community activities.</i>
POSITIVE & EMPOWERING TERMS 	Positive terminology stresses the person's strengths and ability to choose.	<ul style="list-style-type: none"> ✓ <i>I want to feel good enough to care for my children.</i> ✗ <i>I don't want to drink anymore.</i>
QUALITY OF LIFE 	Goals should provide a sense of direction, motivation, a clear focus, and clear importance.	<ul style="list-style-type: none"> ✓ <i>I want to have a part-time job.</i> ✗ <i>I will meet with my psychiatrist.</i>
PHRASING 	The person should clearly understand what they are working toward.	<ul style="list-style-type: none"> ✓ <i>I want to make my own money.</i> ✗ <i>Person will demonstrate job readiness by mastering employment skills.</i>
NOT SERVICE-BASED 	Goals are based on the person's hopes, desires, and dreams—not compliance or services.	<ul style="list-style-type: none"> ✓ <i>I want to have friends.</i> ✗ <i>Person will follow the treatment plan.</i>

OBJECTIVES	Why?	Examples
SUBJECT 	The person is accomplishing the objective to meet their goal.	<ul style="list-style-type: none"> ✓ <i>I will attend one job fair in the next two months.</i> ✗ <i>My case manager will provide me a list of job fairs.</i>
PHRASING 	The person should clearly understand what they are working toward.	<ul style="list-style-type: none"> ✓ <i>After group, I will list three new ways to respond in crisis.</i> ✗ <i>The person will demonstrate the acquisition of cognitive behavioral responses.</i>
NOT SERVICE-BASED 	Services are not 100 percent effective for all people or purposes; avoid getting 'stuck' with services that don't help them meet goals.	<ul style="list-style-type: none"> ✓ <i>I will create a daily routine of self-care to follow by December 1.</i> ✗ <i>The person will participate in group therapy.</i>
SPECIFIC 	Helps the person avoid distractions and procrastination, resulting in a greater chance of the objective being accomplished.	<ul style="list-style-type: none"> ✓ <i>I will save 50 percent of wages each week for housing.</i> ✗ <i>I will work harder.</i>
MEASURABLE 	Objectives with assured clarity have a greater chance of being accomplished.	<ul style="list-style-type: none"> ✓ <i>By March 30, I will use three new anger management skills and report the results to my therapist.</i> ✗ <i>I will not get angry and become violent 95 percent of the time.</i>
ACHIEVABLE 	Supports engagement, and sense of accomplishment and self-efficacy increases for the person as progress is made.	<ul style="list-style-type: none"> ✓ <i>I will demonstrate at least one assertiveness skill during each group session.</i> ✗ <i>The person will always demonstrate good choices.</i>
RELEVANT 	Helps the person associate specific, implementable objectives with the significance of the broader goal.	<ul style="list-style-type: none"> ✓ <i>I will spend less and save more by January 31 as evidenced by my accounts.</i> ✗ <i>I will learn to bowl.</i>
TIMEBOUND 	Without a time-constraint, there is no sense of urgency, resulting in less motivation.	<ul style="list-style-type: none"> ✓ <i>By April 15, I will have all my taxes filed.</i> ✗ <i>I will look for a job.</i>