



## SMART Goals

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The SMART tool was created to help people set realistic goals that set the up for success rather than failure. Too often our goals are too unrealistic or vague, causing us to feel discouraged when we do not complete them. Use the template below to ensure that your goal meets the right criteria.

<p><b>SPECIFIC</b></p> <ul style="list-style-type: none"><li>• Be as precise as possible here. What, specifically, do you want to accomplish?</li><li>• Ex: "I want to work out three days a week after work."</li></ul>	<p>Write your <i>specific</i> goal here:</p>
<p><b>MEASURABLE</b></p> <ul style="list-style-type: none"><li>• This involves quantifying your goals. In other words, how will you know that you've completed your goal? How will you track this? Consider what measurable, trackable benchmarks might look like.</li><li>• Ex: "I'd like to increase the # of followers on my Instagram by 10 people per week."</li></ul>	<p>Write how you will specifically <i>measure</i> your goal/progress here:</p>
<p><b>ACHIEVABLE</b></p> <ul style="list-style-type: none"><li>• This is the point in the process where you give yourself a reality check. Your goal must be something that you can realistically achieve. Do not pick a goal that represents your ideal scenario; rather, remember that slow and steady wins the race!</li><li>• Ex: an unrealistic goal would be saying that you're going to work out 6 days a week if you haven't been working out at all in recent months. Instead, you might say, "I'd like to move my body for 20 minutes three times a week." When goals are too unrealistic, we are far less likely to accomplish them, feel discouraged, and give up entirely. Don't fall into this trap!</li></ul>	<p>Consider if your goal is <i>realistic</i>. Write any notes/ideas in the space below:</p>

## RELEVANT

- Now, think about the big picture. Why are you setting this goal? What inspired you to set this goal at this point in time? Why is it important to reach this goal in the near future?
- Ex: "I'd like to start uploading more videos of me drawing on YouTube because I'd like to inspire others. This occurred to me recently because I was reading a statistic about how very few people have a creative hobby these days."

Write down why this goal is relevant and/or important to you *right now*:

## TIME-BOUND

- When do you want to reach this goal? What's your "deadline" for this goal?
- Ex: "I'd like to focus on drinking more water for the next month and then revisit this goal."

Write down your *deadline* here:

## PUTTING IT ALL TOGETHER

Write down all of the components that you mentioned above in one concise sentence in the space below.

*Ex: I'd like to move my body three times a week for 20 minutes each time every week for the next 30 days because I'm committed to improving my resting heart rate. (This highlights the specific goal and timeline, why you're doing it, and how long you're doing it for—plus it's achievable!)*

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# Maslach Burnout Inventory

Answer the following questions below where:

- 0 = you **never experience this**
- 1 = you experience this **at least a few times a year**
- 2 = you experience this **at least once a month**
- 3 = you experience this **several times a month**
- 4 = you experience this **once a week**
- 5 = you experience this **several times a week**
- 6 = you experience this **every day**

Part A							
	Never						Every day
I feel emotionally exhausted because of my work.	0	1	2	3	4	5	6
I feel worn out at the end of a working day.	0	1	2	3	4	5	6
I feel tired as soon as I get up in the morning and see a new working day in front of me.	0	1	2	3	4	5	6
Working with people the whole day is stressful for me.	0	1	2	3	4	5	6
I feel burned out because of my work.	0	1	2	3	4	5	6
I feel frustrated by my work.	0	1	2	3	4	5	6
I get the feeling that I work too hard.	0	1	2	3	4	5	6
Being in direct contact with people at work is stressful.	0	1	2	3	4	5	6
I feel as if I'm at my wits' end.	0	1	2	3	4	5	6
<b>TOTAL SCORE FOR PART A:</b> _____							
Part B							
I get the feeling that I treat some clients/colleagues impersonally, as if they were objects.	0	1	2	3	4	5	6

I have become more callous to people since I have started doing this job.	0	1	2	3	4	5	6
I'm afraid that my work makes me emotionally "harder."	0	1	2	3	4	5	6
I'm not really interested in what's going on with many of my colleagues.	0	1	2	3	4	5	6
I have the feeling that my colleagues blame me for some of their problems.	0	1	2	3	4	5	6
<b>TOTAL SCORE FOR PART B:</b> _____							
<b>Part C</b>							
I can easily understand the actions of my colleagues/supervisors.	0	1	2	3	4	5	6
I deal with other peoples' problems successfully.	0	1	2	3	4	5	6
I feel that I influence other people positively through my work.	0	1	2	3	4	5	6
I feel full of energy.	0	1	2	3	4	5	6
I find it easy to build a relaxed atmosphere in my working environment.	0	1	2	3	4	5	6
I feel stimulated when I have been working closely with colleagues.	0	1	2	3	4	5	6
I have achieved many rewarding objectives at work.	0	1	2	3	4	5	6
In my work I am very relaxed at dealing with emotional problems.	0	1	2	3	4	5	6
<b>TOTAL SCORE FOR PART C:</b> _____							

## INTERPRETING YOUR SCORES

After tracking how you spend your time for at least *one work week*, reflect on any themes and trends you notice. You can use the prompts below for assistance if needed:

<b>Part A: Occupational Exhaustion</b>		
<b>YOUR SCORE:</b> _____		
This area of burnout is relates to how difficult, stressful, and/or tiring you find your work. The higher your score, the more tiring and stressful you find your work.		
Score of 17 or lower	Score of 18 - 29	Score greater than 30
Low degree of burnout in this area	Moderate degree of burnout in this area	High degree of burnout in this area
<b>Part B: Depersonalization</b>		
<b>YOUR SCORE:</b> _____		
Depersonalization refers to a loss of empathy that is characterized by a loss of regard for others (i.e. clients, colleagues...) and keeping a greater emotional distancce, which is expressed through cynical, derogatory remarks, even callousness. A higher score here indicates that you are feeling emotionally "hardened" by (or because of) the work you're doing and less sensitive towards others.		
Score of 5 or lower	Score of 6 - 11	Score of 12 or greater
Low degree of burnout in this area	Moderate degree of burnout in this area	High degree of burnout in this area
<b>Part C: Personal Accomplishment</b>		
<b>YOUR SCORE:</b> _____		
Feelings of personal accomplishment contribute to bringing about a balance if occupational exhaustion and depersonalization occur. This feeling ensures fulfilment in the workplace and a positive view of professional achievements. A <i>higher</i> score in this area reflects a <i>higher</i> degree of personal accomplishment, which can protect against feelings of depersonalization and exhaustion.		
Score of 33 or lower	Score of 34 - 39	Score of 40 or higher
Low degree of personal accomplishment	Moderate degree of personal accomplishment	High degree of personal accomplishment

# Burnout Prevention Assessment Inventory

Answer the following questions below. Note that the scoring differs for each question.

Item	Score
I have a full day off to do what I'd like (5 - Weekly, 4 - Mostly, 3 - Frequently, 1 - Occasionally, 0 - Never)	
I have time to myself to think, reflect, meditate, and/or pray. (5 - Daily, 3 - Frequently, 1 - Occasionally, 0 - Seldom/Never)	
I have good vacations, about 3 - 4 weeks in each year. (5 - Every year, 3 - Some years, 1 - Occasionally, 0 - Never)	
I do some aerobic exercise for at least half an hour at a time. (5 - Three to five times a week, 3 - Frequently, 1 - Occasionally, 0 - Seldom/Never)	
I do something for fun or enjoyment (i.e. game, movie, concert) (4 - Weekly, 3 - Monthly, 1 - Occasionally, 0 - Never)	
I practice any muscle relaxation or slow breathing technique. (5 - Daily, 3 - Frequently, 1 - Occasionally, 0 - Seldom/Never)	
I listen to the messages that my body is sending me (i.e. symptoms, illnesses, etc.) (5 - Always, 3 - Mostly, 1 - Occasionally, 0 - Seldom/Never)	
IF SINGLE: I have friends with whom I can share my feelings. (5 - Regularly, 4 - Frequently, 3 - Occasionally, 0 - Seldom/Never)	
IF MARRIED/IN A RELATIONSHIP: I share intimately with my partner. (5 - Daily, 3 - Frequently, 1 - Occasionally, 0 - Seldom/Never)	
I share my stressors (i.e. cares, problems, struggles, and needs) with others and/or a higher power. (5 - Regularly, 3 - Frequently, 1 - Occasionally, 0 - Seldom/Never)	
I would describe my ability to communicate with others as: (5 - Excellent, 3 - Fair, 1 - Difficult, 0 - Poor)	
I sleep well (7 - 9 hours per night) (3 - Frequently, 1 - Occasionally, 0 - Seldom/Never)	
I am able to say 'no' to inappropriate or excessive demands on me. (3 - Always, 2 - Mostly, 1 - Occasionally, 0 - Seldom/Never)	
I set realistic goals for my life in both the short- and long-term. (5 - Regularly, 3 - Frequently, 1 - Occasionally, 0 - Seldom/Never)	

I eat a healthy, balanced diet. (5 - Always, 3 - Mostly, 2 - Not often, 0 - Not at all)	
When I consider the entire timeline of my life, my current weight/health status is... (3 - In a solid & consistent spot for me personally, 2 - Something I'm battling with at the moment (a.k.a. not my worst but not my best), 1 - In one of the worst states it has ever been)	
I would describe the amount of physical touch I get in my life as: (5 - Plenty, 3 - Just enough, 1 - Something I'm missing out on, 0 - Something I rarely experience)	
I can deal with my anger without repressing it or dumping it on others. (5 - Always, 4 - Mostly, 2 - Occasionally, 1 - Rarely, 0 - Never)	
I have a good "belly laugh": (3 - At least daily, 2 - Frequently, 1 - Seldom, 0 - Never)	
I have a creative hobby (i.e. gardening, reading, music) that I set aside time for: (4 - Weekly, 2 - Occasionally, 1 - Rarely, 0 - Never)	
I nurture my self esteem (i.e. use self-affirmations, go to therapy). (5 - Regularly, 3 - Frequently, 1 - Occasionally, 0 - Rarely/Never)	
I practice forgiveness of others who have hurt me. (5 - Regularly, 3 - Occasionally, 1 - Rarely, 0 - Never)	
I have dealt with old "hurts" from my past. (5 - Yes, I have dealt with all old "hurts" that I'm aware of, 3 - I've dealt with most of the old "hurts" that I'm aware of, 0 - I have a lot of old "hurts" to address/unpack.	
<b>TOTAL SCORE</b>	____/100

## INTERPRETING YOUR SCORE

After tracking how you spend your time for at least *one work week*, reflect on any themes and trends you notice. You can use the prompts below for assistance if needed:

YOUR SCORE: _____		
Score over 60	Score between 40 - 59	Score under 30
You have a wide range of preventative measures in place.	You have adequate measures in place but could benefit from adopting more.	It would be in your best interest to prioritize adopting more of the measures listed on this assessment.
<p>In the space below, write down some ways that you're going to incorporate some of these preventative strategies into your life in the upcoming weeks:</p>		





# Time Tracking

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## STEP ONE

Over the course of at least one week, keep track of how you spend your time in detail. Doing so can allow you to assess how much time is spent being effective at work, how much of your time feels wasted, and if there are opportunities to rest that you might not be taking advantage of. The important thing is to be honest! If you spent 20 minutes looking up shoes online, write that down. If you spent 10 minutes scrolling on social media, write that down too. If it feels overwhelming to write everything down, you can set a timer for every 30 minutes and write down what you were doing within that 30-minute window.

Date:	
Time	Activity
10am - 10:30am	Scrolled through social media



## STEP TWO

After tracking how you spend your time for at least *one work week*, reflect on any themes and trends you notice. You can use the prompts below for assistance if needed:

Was there anything that surprised you in terms of how you're spending your time?

Write down anything that you feel is taking up *more of your time than you'd like* when you look at the data you collected (i.e. "I'd like to spend less time mindlessly scrolling social media").

What are things you'd like to be spending *more of your time doing* when you look at the data you collected (i.e. "I'd like to spend more quality time with my partner").

Share any other notes/reflections in the space below.

## STEP THREE

Now, create your **ideal schedule** in the space below. Ask yourself, “What’s the ideal use of my time on a daily basis?” Your schedule should include things that you want to do every day and the things you have to do, too.

You may choose to create a couple of different versions of your ideal schedules based on certain factors like if you’re going to the gym that day, if you’re dropping off your child at a family member’s house that day, etc.

These ideal schedules are meant to be very *flexible*. The point is for you to find time for the activities listed, even if they aren’t occurring at the precise time in which they're slotted.

Ideal Schedule #1	
Example	
Time	Activity
7am	Wake up, take care of the dog, get ready for work day
7:30am	Walk the dog
8:30am	Gym
9:30am	Shower
9:45am	Meditate
10:00am	Email and social media
10:30am	Write/work
12:30pm	Lunch
1:00pm	Short walk
1:30pm	Write/work
3:30pm	Free time/meditate
5:30pm	Walk the dog
6:30pm	Dinner
7:30pm	Free time
9pm	Bath or self-care
10pm	Bedtime









## Stress Thermometer

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When we feel a lot of stress for a long period of time, we sometimes forget what it's like to truly feel calm, collected, and content. In other words, our reference point becomes a bit skewed and we think that being in a stressed out, overwhelmed state is "normal." This tool is designed to help you become more aware of what it feels like to be at different stress levels so that you can be more proactive about tending to your mental health.

Complete the table below:

<b>Stress Level Intensity</b> 10 = the most stressed you've ever been	<b>Physical Sensations</b> What do you notice in your body?	<b>Thinking Patterns/Tricks My Brain Plays on Me</b> What types of thoughts run through your head? What sort of patterns do you notice in your thinking patterns?	<b>Emotions</b> What's the main feeling you experience in this place?	<b>Behaviours</b> If I were a fly on the wall, what would I see you doing when you're in this space?	<b>Things That Help When I'm in This Zone</b> What usually helps when you're at this intensity level (i.e. having a bath, calling a friend...) What do you need to tell yourself or remind yourself of?
10 This is you when you're at your maximum stress level.					



9					
8					
7					
6					

<p>5</p> <p>This is you when you have things on your to-do list, but it feels manageable. You feel capable that you'll be able to get it done and have a good balance between productivity/pleasure in your life.</p>					
<p>4</p>					
<p>3</p>					
<p>2</p> <p>This is where most of us might find ourselves when we're on vacation.</p>					
<p>1</p> <p>Having zero stress whatsoever would probably mean you're dead!</p>					

