

Setting SMART Goals and ACTION PLANS with your Client

Prior to beginning the study we will ask participants to set 3 to 5 personal goals (Within the 'Pre-Training Questionnaire') for what they want to get out of the TeleFFiT program, which you and will discuss and revise during the initial consultation.

Their goals can be either **behaviour-oriented** (e.g., increase daily calcium intake by 1 serve) or **outcome-oriented** (e.g., to improve physical function – the time to complete the 30 second sit-to-stand test). We encourage participants to set at least two behaviour-oriented goals.



Their goals should also include a mixture of **short-term** (e.g. to achieve in the next 2-4 weeks), **mid-term** (to achieve within 3 months) and **long-term goals** (to achieve over the 12-month study or maintain after the TeleFFiT study has finished).

When helping your clients devise their goals, you should aim to follow the 'SMART' principles:

- S** **Specific**: Clearly define what they want to achieve. For example, increase weekly protein intake by consuming a handful of nuts each day as a snack or limit alcohol intake to 2 days per week and no more than 2 standard drinks. What outcomes will measure whether or not they have reached their goal so it is not ambiguous.
- M** **Measurable**: They need to be able to evaluate whether or not the goal was achieved. Think about how they will decide this.
- A** **Achievable**: Their goals should be realistic for them given the amount of time and resources they have.
- R** **Relevant**: These goals should be important to them and make a significant impact on achieving their larger life objectives, e.g., engaging in healthy eating behaviours to improve their bone or muscle health.
- T** **Time-bound**: Their goals should have a timeframe for when they'd like to achieve them by. e.g., I would like to increase my daily calcium intake – by at least one serve – for the next 6 weeks.

Participants will be revising their goals over the course of the study – they will have the opportunity to do this together with you during your regular video consultations.

Action Planning

Once you have discussed your clients' goals and any potential barriers, you will help them put some Action Plans in place, which are strategies that they can use to overcome their barriers and maximise their ability to meet their goals. You may wish to email your clients a copy of their Goals and Action Plans following each video consultation so that they can refer to these while completing their program.