



Goal Setting

The S.M.A.R.T. Goals model provides a framework for setting goals for any area of your life. Use this guide as a worksheet.

SPECIFIC

Goals must be something that can be described and understood easily by others, finite conditions not general feelings.

Who is involved? What do I or we want to accomplish? Where will it happen?

MEASURABLE

Whenever possible use numbers or percentages to mark achievement of the goal. You can't rely on personal opinion.

How much? How many? How will I know when I have achieved this goal?

ATTAINABLE

Is the goal realistic? Goals should be a stretch to obtain but not impossible to achieve. Members will work toward what they believe they can achieve and are not inspired by boring, easy goals.

What...Attitudes, Abilities, Skills, Resources...do I have, or can I obtain, to meet this goal?

RELEVANT

Is the goal the right thing to do? Goals should be aligned with the organization's core values and move it toward its core purpose.

Does it make sense for us/me to do this? Does this goal represent progress for me or for the organization?

TIME-ORIENTED

Goals must have an end date when they are due. Creating a sense of urgency will push members to work harder. How else will you know when to check performance?

Is there a reasonable deadline to accomplish this? Are other goals dependent upon this one?

1. Review goals from previous year.
 - What is the status of these goals?
 - Which goals are completed?
 - Which goals need to be followed up on?
2. Brainstorm some new goals for this office.
3. Prioritize your list.
4. Who else do you need to help accomplish these goals?
5. How are we going to achieve these goals?