

# SMART Goals Worksheet

Setting SMART goals.

Specific

Measurable

Achievable

Realistic

Timely

**Specific:** A goal should be described as thoroughly as possible. A goal of recruiting more members is vague a goal of increasing membership by 25% is specific.

**Measurable:** An effective goal must be measurable. In the first example we used membership numbers which are measurable but what about, “make meetings more fun” or “be a better student?” These goals are not measurable as stated but objects of achieving these goals can be identified more clearly to make them measurable. For example, instead of only saying you want to be a better student you could identify one aspect of being a strong student you wish to improve. You might instead say you will spend a minimum of one hour each weekend reviewing your notes from the previous week.

**Achievable:** There's an art to goal setting that revolves around the goal's difficulty. A goal too easy is not energizing. A goal too difficult seems hopeless. Both too easy and too difficult are goal setting no-no's. Set the level of challenge somewhere in between. A good way to decide that a goal is achievable but challenging is to visualize yourself reaching the goal. Can you see yourself there? Are you energized by seeing the vision? If both of these are not present, revisit your goal.

**Realistic:** Do you have the knowledge, skill set, and competency to reach your goal? If your goal involves a major service project, do you know all you should know about the budgetary needs, materials required, community in need, and your member interest? If not, perhaps your first goal should be to gather this information.

**Time:** Setting a deadline provides necessary positive tension to give you the energy to get on with it. The time frame you select should be realistic.

**My SMART Goal:**

**Benefit to me:**

**Benefit to my club:**

Action Steps What Will Be Done?	Responsibilities Who Will Do It?	Timeline By When? (Day/Month)	Resources		Potential Barriers		Proposed Solutions to Potential Barriers
			A. Resources Available	B. Resources Needed (financial, human, political & other)	A. What individuals or organizations might resist?	B. How?	
Step 1:			A.		A.		
			B.		B.		
Step 2:			A.		A.		
			B.		B.		
Step 3:			A.		A.		
			B.		B.		
Step 4:			A.		A.		
			B.		B.		
Step 5:			A.		A.		
			B.		B.		

**Evidence Of Success** *(How will you know that you are making progress? What are your benchmarks?)*

**Evaluation Process** *(How will you determine that your goal has been reached? What are your measures?)*