

# SMART Goal Setting Template



What's the initial goal you have in mind?

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Expand on this goal using the SMART attributes.

<b>S</b>  Specific	What do we want to achieve? Be precise.

<b>M</b>  Measurable	How will we know when we've reached our goal? What are the metrics and milestones we need to hit along the way?

<b>A</b>  Achievable	What do we want to achieve? Be precise.

<b>R</b>  Relevant	Why is this goal worthwhile? Does it support the wider mission and vision of our church and does it meet a significant community need? See: <a href="http://www.swansboroumc.org/corevalues">www.swansboroumc.org/corevalues</a>

<b>T</b>  Timely	Do we have a clear timeframe for completing the tasks, benchmarks and next steps? Write down target dates.



Now rewrite your initial goal as a concise, defined SMART goal.

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## Track your goal progress

**What are the action steps we need to take to achieve this goal?** Order these by priority or by their due date. It may be helpful to assign a “point person” for each.

- Action/Point Person: \_\_\_\_\_

- Action/Point Person: \_\_\_\_\_

- Action/Point Person: \_\_\_\_\_

- \_\_\_\_\_

**Are we on track to achieve this goal?** What obstacles have come up and what support do you need?

- Obstacle: \_\_\_\_\_

- Support: \_\_\_\_\_

- Obstacle: \_\_\_\_\_

- Support: \_\_\_\_\_

- Obstacle: \_\_\_\_\_

- Support: \_\_\_\_\_

**Milestones achieved.** Note down every time you hit one of your measurable milestones along the way.

- Milestone 1: \_\_\_\_\_

- Milestone 2: \_\_\_\_\_

- Milestone 3: \_\_\_\_\_

**Target date.** Have you achieved your goal?

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