GOAL SETTING WORKSHEET

While you are working to develop each of your goals, it is helpful to consider….

IMPACT: What is the benefit of this goal? Who and what will it affect? How will it make you or your group more valuable or successful?

EMOTION: Why do you care about this goal? Can you get excited and passionate when you talk about it to others?

PROCESS: Layout a clear timeline or process including everything you know about your goal before you begin to solidify it. If you need help or are unfamiliar with some of what needs to be done, ask a fellow volunteer to brainstorm with you (this is also a great chance to ask them to partner with you to achieve the goal).

ENGAGEMENT: Do you need to partner with anyone to achieve this goal? If so, who? Use the impact and emotion to help convince others to partner with you. Even if you can go it alone, consider reaching out to your peers, establishing relationships with other motivated volunteers can be extremely rewarding.

Is your goal a **S.M.A.R.T.** Goal?

Is it **Specific?**

Is your goal written specifically, with a clear intended achievement? Use numbers and dates wherever possible when setting your goal, if you need to start with a range of numbers.

Is it **Measurable?**

Is your goal trackable? Can you measure the progress as you go? Use benchmarking, journal entries of other recording tools to measure your progress. If you don't have clear way to measure progress, try rewriting the goal or setting several smaller goals.

Is it **Attainable?**

Is your goal attainable and reasonably within your reach? Do you need the help of anyone else to achieve your goal? Identify and coordinate with partners you may need to reach success.

Is it **Realistic?**

Are the tools you need to achieve your goal available to you? The purpose of goals is to motivate and challenge us to achieve more but not so extreme as to cause disinterest, anxiety or failure.

Is it **Timely?**

Does your goal have a clear deadline or time-frame determined at the outset? If you aren't sure of an exact date or range of dates, set forth a time to reassess the time-frame once you've started work on the goal.