

S.M.A.R.T Goals

For project Record Books, we would like you to establish S.M.A.R.T goals. Here is a template you can follow to help you:

S.M.A.R.T Goal Setting Template

Brainstorm: Brainstorm possible project ideas and identify which idea you would like to develop into a goal.

Start writing your goal in parts: Specific: A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions:

Who: Who is involved?

What: What do I want to accomplish?

Where: Identify a location.

When: Establish a time frame.

Which: Identify requirements and constraints.

Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, “Pick up park.” But a specific goal would say, “My 4-H club will pick up the Roam Free Park twice a week over the summer months”

Be Specific: Write your goal

Measurable: Set criteria for measuring progress toward the attainment of each goal you set. To be considered measurable your goal must answer the “H” questions:

How much?

How many?

How will I know when it is accomplished?

EXAMPLE: “My 4-H club will pick up all trash from the Roam Free Park, until the park is clean twice a week over the summer months.

Make it Measurable:

Attainable: When you identify goals that are most important to you, you begin to figure out ways you can make them come true.

Consider:

Attitudes, abilities, skills, and financial capacity to reach them.

Look for opportunities to bring yourself closer to the achievement of your goals.

EXAMPLE: “My 4-H club will pick up all trash from the Roam Free Park, until the park is clean, twice a week over the summer months utilizing a partnership with the city that supplies our club with gloves, bags and other needed resources.

Make it Attainable:

Realistic: To be realistic, a goal must embody an idea toward which you are both willing and able to work. Be sure that your goal represents substantial progress.

Consider:

Do we have the workforce needed to carry it out?

Have we identified all needed partners?

Do we have the time and commitment needed from our club members?

EXAMPLE:

We have 12 club members that would be willing to carry out this goal.

We will contact our city office.

Our Club Members can dedicate Tuesday Evenings and Saturday mornings for this project.

Be Realistic: (Answer above questions in accordance with your goal.)

Time Bound: A goal should be carried out within a specific time frame. With no time frame tied to it there's no sense of urgency for its completion.

EXAMPLE: "My 4-H club will pick up all trash from the Roam Free Park, until the park is clean, on Tuesday Evenings and Saturday Mornings during the months of June, July, and August utilizing a partnership with the city that supplies our club with gloves, bags and other needed resources."

Make it Time Bound:

Congratulations! You have a S.M.A.R.T Goal!