

Annual SMART Goals Sheet

1. As you set your goals, think of one, two, or no more than three goals in the coming year that would fire up your church to accomplish something extraordinary. These “wildly important” goals should motivate your congregation to make the greatest positive difference in your church.

2. When you write these goals, make certain that they have the following characteristics (SMART):

- Specific – the goals must be tangible and observable by year’s end. What will you and others see that is different?
- Measurable – the completed goals have to be something which is quantifiable. WHO will be impacted? WHAT will be your measure of success?
- Attainable – These goals should be a stretch but achievable. What will challenge the congregation yet be feasible enough to accomplish within the time allocated?
- Relevant to mission – What will make the greatest difference in accomplishing mission by the end of the year? Other goals and work projects may need to be placed on a “back burner.”
- Timeline oriented – Concrete dates by which the new action steps and behaviors may be observed. Where will they fit on a monthly calendar so progress may be tracked?

After you’ve set your goals, then create action steps for each month so that you will know that you are on track for achieving your outcomes by the end of each month, quarter, etc. What action steps will come under each goal selected and where they can be tracked each month?

After verifying that your goals are SMART, your supervisor/coach should establish 30-minute monthly or quarterly meetings with you to monitor your progress, develop workarounds, or make necessary revisions.

Goal #1

Check to make sure it’s Specific Measurable Attainable Relevant Time-oriented

Goal #2

Check to make sure it’s Specific Measurable Attainable Relevant Time-oriented

Goal #3

Check to make sure it's Specific Measurable Attainable Relevant Time-oriented