

# **WRITING S.M.A.R.T. GOALS**

LAY DEVELOPMENT TRAINING

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# SMART

- **S = SPECIFIC**
- **M= MEASUREABLE**
- **A = ATTAINABLE**
- **R = REALISTIC**
- **T = TIMELY AND TARGET DRIVEN**

# SPECIFIC

- Goals should be straightforward and emphasize what you want to happen. Specifics help us **to focus our efforts** and **clearly define** what we are going to do.
- Specific is WHAT, WHY and HOW of the SMART goal model.



# SPECIFIC

- **WHAT** are you going to do? Use Action words such as direct, organize, coordinate, lead, develop, plan, build, etc.
- **WHY** is this important to do this at this time? What do you want to ultimately accomplish?
- **HOW** are you going to do it? By...

# SPECIFIC

- Ensure the goals you set are very **Specific, Clear and Easy.**

**EXAMPLE:** Instead of setting a goal to increase the number of attendees to the Local Lay Organization Meeting, set a specific goal to increase the number of attendees by 10.

# MEASUREABLE

- **If you can't measure it, you can't manage it.** In the broadest sense, the whole goal statement is a measure for the project; If the goal is accomplished, then it is a success.
- However, there are usually several short term or small measurements that can be built into the goal.

# MEASUREABLE

- Choose a goal with measureable progress, so **you can see the change occur**. How will you see when you reach your goal?

**EXAMPLE:** Be specific! I want to read 2 chapters in the Bible before the end of the week; this statement shows the specific target to be measured. “I want to read the entire Bible” is not as measureable.

# MEASUREABLE

- **Establish concrete criteria for measuring progress** toward the attainment of each goal you set.
- When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goals.

# ATTAINABLE

- When you identify goals that are most important to you, you begin to figure out ways you can make them come true.
- You develop the attitudes, abilities, skills and financial capacity to reach them. You begin seeing previously overlooked **opportunities** to bring yourself closer to the achievement of your goals.

# ATTAINABLE

- Goals you set which are too far out of your reach, you probably won't commit to doing.
- Although you may start with the best of intentions, the knowledge that it's too much for you means your subconscious will keep reminding you of this fact and will stop you from even given it your best.

# ATTAINABLE

- A goal needs to stretch you slightly so you feel you can do it and it will need a REAL COMMITMENT from you.
- **EXAMPLE:** For instance, if you aim to help in the support of all A.M.E. educational institutions in one year, we all know that isn't achievable. Setting a goal to assist two students at Edward Waters College is achievable.

# ATTAINABLE

- **When you are on the road called SUCCESS, this helps the organization and the membership to remain motivated.**

# REALISTIC

- **This is not a synonym for “easy.”** Realistic in this case, means **“DO-ABLE.”** It means that the learning curve is not a vertical slope; that the skills needed to do the work are available; that the project fits with the overall strategy and goals of the organization.
- A realistic project may push the skills and knowledge of the people working on it but it shouldn't break them.

# REALISTIC

- **Devise a plan** or a way of getting there which makes the goal realistic. The goal needs to be realistic for you and where you are at the moment.
- **EXAMPLE/NON EXAMPLE:** A goal of never again eating sweets, cakes, crisps and chocolate may not be realistic for someone who really enjoys these foods.

# REALISTIC

- For instance, it may be more realistic to set a goal of eating a piece of fruit each day instead of one sweet item. You can then choose to work towards reducing the amount of sweet products gradually as and when this feels realistic for you.

# REALISTIC

- Be sure to set goals that you can attain with some effort! Too difficult and you set the stage for failure, but too low sends the message that you aren't very capable.
- **Set the bar high enough for a satisfying achievement!**

# TIMELY-TARGET DRIVEN

- The goal must identify with the purpose and objectives of the Eleventh Episcopal District Lay Organization.
- The goal must have a specific identified time frame. This will provide more direction and serve to keep one focused on the end result.

# Let's Practice.....

## **GUIDED PRACTICE...**

Use one of the **OBJECTIVES** for the Lay Organization.

Present your answer as a smart goal. Email me at [dola@eedlo.org](mailto:dola@eedlo.org) if you want to discuss your answer.