

SHIFT

From Maintenance to Mission

Developing SMART Goals

When you've identified the area of ministry in which you hope to make a shift your next step is to develop goals to help you accomplish that shift. The guidelines below will assist you in developing goals that are SMART (specific, measurable, attainable, relevant and time-specific). You might also want to use the **Goals and Actions Spreadsheet** available on the website to assist you in developing action steps for each goal you identify.

SPECIFIC A Specific goal is clear and direct. It will usually answer the 5 "W" questions:

- What: What do I want to accomplish?
- Why: Specific reasons, purposes or benefits of accomplishing the goal
- Who: Who is involved?
- Where: Identify a location
- Which: Identify requirements and constraints

MEASURABLE A Measurable goal will answer questions such as:

- How much?
- How many?
- How will I know when it is accomplished?
- What are the steps to take along the way?

ATTAINABLE An Attainable goal will usually answer the question How?

- How can this goal be accomplished?
- How realistic is this goal based on other constraints (time, money, resources, etc.)

RELEVANT A Relevant goal can answer yes to these questions:

- Is this worthwhile?
- Is it the right time to pursue this goal?
- Does this goal make sense in light of our other ministries?
- Are we the right people to carry out this goal?
- Does it fit who we are as congregation?

TIME-SPECIFIC A Time-Specific goal answers these questions:

- When will this be completed?
- What will we do now?
- What will we do in the next few weeks?
- What will we do in 6 months from now?