

SMART Goals

Goals should be SMART - specific, measurable, agreed upon, realistic and time-based.

S - specific, significant, stretching

M - measurable, meaningful, motivational

A - agreed upon, attainable, achievable, acceptable, action-oriented

R - realistic, relevant, reasonable, rewarding, results-oriented

T - time-based, timely, tangible, trackable

Specific

- Well defined
- Clear to anyone that has a basic knowledge of the project

Measurable

- Know if the goal is obtainable and how far away completion is
- Know when it has been achieved

Agreed Upon

- Agreement with all the stakeholders what the goals should be

Realistic

- Within the availability of resources, knowledge and time

Time Based

- Enough time to achieve the goal
- Not too much time, which can affect project performance

4-H Goal Setting Worksheet

Essential Element/ Youth Program Quality Assurance	Action: What you will do or how you will do it.	Measurable: how of- ten, how much, how many, etc.?	Timetable: By when will you do this step?
Example: Mastery	The Livestock Comm. will host a Livestock Day Camp for new members/families to teach fitting and grooming. Older members will help teach the workshops assisted by adult leaders.	25 new members will attend. 5-10 youth leaders will help teach or lead other activities at the day camp. At the end of the day we will discuss with members what they have learned.	Late May
Example: Interaction & Generosity	Our club will do community service activities. Members will do community scanning to identify needs, use "Matter of Opinion" activity to select a service project.	1 activity, 50% of members will participate in each one.	This club year.