



Goals Documents

This package contains the following documents you can use to set and achieve goals for your Women's Committee:

1. Ways to Choose Among Important Goals
2. Questions to Develop a Goal Action Plan
3. Ways to Choose Among Easy Versus Difficult Goals
4. How to Set SMART Goals
5. Worksheet for Creating SMART Goals
6. Worksheet for Developing Action Plan to Achieve SMART Goals

Ways To Choose Among Important Goals

Extremely Important

Very Important

Somewhat Important

Useful: When all goals are important and you need to make a choice

Extremely Important (Do These *First*)

Ways to Determine:

- This has to be done before anything else can be done.
- If this is not done, there will be a negative impact in “many” areas.
- Everything else depends on this.

Very Important (Do These *Second*)

Ways to Determine:

- While this does not have to be done first, major problems will occur if not done as soon as possible.
- If this is not done, there will be a negative impact in “some” areas.
- Has to be done, but can be further down the priority list behind what is Critical.
- Some things depend on this.

Somewhat Important (Do These *Third*)

Ways to Determine:

- Needed, but will not have as severe an impact as other items.
- If this is not done, there will be a negative impact in “few” areas.
- Has to be done, but can be further down the priority list behind what is Very Important.
- Few things depend on this.

QUESTIONS to Develop A Goal Action Plan

Short-Term Goals

Mid-Term Goals

Long-Term Goals

Useful: When you have several goals and you want to develop a plan to accomplish short-term, mid-term, and long-term goals

Example: Your one-year Goal Action Plan might include the following:

Short-Term Goals: Goals you can accomplish from one week to four months

Mid Term Goals: Goals you can accomplish from five months to eight months

Long Term Goals: Goals you can accomplish from nine months to twelve months

Use this list of QUESTIONS as a way to develop your Action Plan:

1. What can we do next week?
2. What can we do in two weeks?
3. What can we do in one month?
4. What can we do in two months?
5. What can we do in three months?
6. What can we do in four months?
7. What can we do in five months?
8. What can we do in six months?
9. What can we do in seven months?
10. What can we do in eight months?
11. What can we do in nine months?
12. What can we do in ten months?
13. What can we do in eleven months?
14. What can we do in one year?

Ways To Choose Among Easy Versus Difficult Goals

Easy To Do

Hard To Do

Hardest To Do

Useful: When you want to choose among goals you can accomplish quickly versus goals that will take longer to accomplish

EASY to do:

- Things which require **no delays** because of other people or projects
- Things which require **little research or collection** of data
- Things which you can implement **independently**

HARD to do:

- Things which require **some delays** because of other people or projects
- Things which require **some research or collection** of data
- Things which require **approval** from a **few** leaders or others

HARDEST to do:

- Things which require **extensive delays** because of other people or projects
- Things which require **extensive research** or collection of data
- Things which require **approval** from **several** leaders or others

How To Set SMART Goals

The word **SMART** is a mnemonic you can use to create goals that will be meaningful and measurable. You can locate much information about this process on public websites by using the key words “smart goals” when you search.

Useful: When you want to accomplish specific outcomes during a specified period of time.

S Specific: Goals are written so everyone understands **WHAT** you want to accomplish.

Question: Do we want to stop something, start something, increase something, decrease something, revise something, create something, or keep things the same?

M Measurable: Goals are written so everyone has some way of measuring **WHAT** is achieved.

Question: How can we measure this accomplishment? Do we want to use numbers, percentages, etc.?

A - Attainable: Goals are something that can be **ACCOMPLISHED** given all the potential obstacles.

Question: Can we actually do this?

R Results-Oriented: Goals demonstrate that something will **HAPPEN** or **CHANGE**.

Question: What will happen or change once this Goal has been accomplished?

T Time-Based: Goals are something that can be achieved during a **FINITE** period of time.

Question: When do we want to accomplish this Goal? Do we want to accomplish it by a specific date, within a specific time-period, etc.?

EXAMPLE:

General Goal: Increase attendance at Committee meetings.

Specific Goal: Increase attendance at Committee meetings by 5% by January ____.

Worksheet for Creating SMART Goals

Mnemonic	SMART Question	Answer
S – Specific	What do we want to accomplish?	
M – Measurable	How will we measure this?	
A – Achievable	Is this something we can realistically accomplish?	
R – Results-Oriented	What will be different once this goal is accomplished?	
T – Time-Based	When do we want to accomplish this goal?	

