S.M.A.R.T.I.E. Goal Setting & Planning Worksheet

Purpose of Project	
Goal 1	
Goal 1 Objective(s)	
Goal 1 Activities to meet Objective(s)	
Goal 2	
Goal 2 Objective(s)	
Goal 2 Activities to meet Objective(s)	
Goal 3	
Goal 3 Objective(s)	
Goal 3 Activities to meet Objective(s)	
Goal Tracking Notes *What indicators will you use to measure progress toward your goals? How and when will you reassess the goals of your project? How will you know when you have met your goal? What happens if your goals are met sooner than expected? What happens if the goals of the project are not met?*	

S.M.A.R.T.I.E goals are:

- **Specific:** Goals should be clear and precise, detailing exactly what is to be achieved.
- **Measurable:** Goals should include standards by which reasonable people can agree on whether the goal has been met, using numbers or defined qualities. They should apply readily understood and well-established methods for indicating completion.
- **Ambitious:** Goals should be challenging enough that achieving them would signify substantial progress, representing a "stretch" for the organization.
- **Realistic:** Goals should be feasible, considering resources, capacity, and execution. They should be possible to track and worth the time and energy to pursue. This includes:
  - Assessing current and needed resources (funds, staffing, time, etc.) and the feasibility of securing additional resources.
  - Considering the impact of environmental factors (e.g., legislative demands, world events).
  - Ensuring the goal is worth the investment of limited resources.
- **Time-bound:** Goals should have a clear and understandable deadline for assessing completion. They may also include a series of well-defined checkpoints to mark progress.
- **Inclusive:** Goals should actively involve traditionally marginalized individuals, particularly those most impacted, in processes, activities, and decision-making. This includes sharing power and ensuring their participation in creating, tracking, and reporting goals.
- **Equitable:** Goals should aim to address systemic injustice, inequity, or oppression. They should work to tackle the underlying causes and practices that maintain systemic inequality and limit accessibility.

This approach ensures that goals are not only effective and achievable but also socially responsible and just.