

ACTIVITY: SMART Goals and Objectives

Purpose

- Resilient people have goals for their lives, careers, relationships, and other aspects of their lives.
- Nearly all problems in our lives have a solution, it's just a question of setting the best goals to increase our odds of success.
- Studies have shown that SMART goals leads to higher performance 90% of the time when compared to simple try your hardest planning.
- SMART stands for Specific, Measurable, Attainable, Realistic, and Timely
- SMART can be applied to both your Goals and Objectives

ESTIMATED TIME

15 minutes

MATERIALS

Required:

- A. Paper
- B. Pen
- C. SMART Goals Template

Exercise Instructions

- Write down a problem or barrier you are currently experiencing. There are no restraints, this could be a relationship that is struggling or being overweight, for example.
- Use the SMART Goals Template to create a SMART Goal or SMART Objective.

Try This!

Making your goals and known raise your chances of success. Once you have created your SMART Goal share it with as many people as possible and share your progression with them.



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Facilitator's Notes

The activity is geared for anyone who is interested in overcoming a problem or barrier in their lives. This activity can be completed individually or as a group. If completed in a group setting it may be better to set aside ample time to generate a SMART Goal that everyone agrees upon.

Explain to the group that empirical studies have found that 90 percent of the time, specific and challenging (but not too challenging) goals led to higher performance than easy, or "do your best," goals.

These studies have found that there are five goal setting principles that can improve your chances of success. Those include: Clarity, Challenge, Commitment, Feedback, and Task Complexity. The use of the SMART Model for goal setting ensure that you will improve your chances of success by meeting the five goal setting principles.

SMART may seem straight forward, but there are components within the acronym that must be met.

Specific answers, "What, When, How, and Why?"

Measureable answers, "When will I know when the goal is accomplished?"

Attainable answers, "Where am I now and where do I want to be?"

Realistic shows that you are willing and able to accomplish the goal.

Timely answers, "When are the goals or objectives expected to be completed?"

Instructions

- Print out "SMART" handout.
- Ask participants to think of something that they want to accomplish over the next three months.
- Discuss the importance of setting goals in a purposeful way in order to increase chances of success.
- Review the SMART acronym.
- Have participants complete the "SMART" handout.
- Share your goals and offer feedback for ways of improving the goal to make it more SMART.

Let's Try This!

Have the group post their goals somewhere public to help increase accountability.

Follow-up

Check back with the team once a month leading to the 3 month goal to discuss progress.

Celebrate successes and discuss lessons learned after the three months.



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SMART Handout

Answer the following questions to help create your SMART Goal or Objective. Remember that a goal is the desired outcome to overcome your barrier. Objectives are the smaller steps required to attain your goal.

What is your barrier?

What are you hoping to accomplish?

How will you accomplish it?

When will you accomplish it?

Why do you want to accomplish it?

How will you know when it is accomplished?

Are you willing and able to do this now? What barriers can you expect?

What is your baseline?

What do you want for an outcome?

By what specific date do you want to accomplish your goal?

Combine elements above to create a SMART Goal
or Objective on the reverse.



Use your responses to the questions on the reverse to create your SMART Goal Or Objective

SMART Goal or Objective

What Now?

So, you've created a SMART goal or objective, don't let it end there. Post your SMART Goal somewhere where you can see it. Even better, share your goal! Be proud of the endeavor on which you are about to embark. This reinforces your efforts and serves as a way to hold yourself accountable.

If you haven't created objectives for your goal, go through the process again creating objectives. Goals can always be broken down into smaller steps. Get the steps small enough that you are challenged, but not too far that you give up. For instance if I want to lose 40lbs of weight, break down the specific steps you must take. You might decide to exercise 3 times a week as part of your goal. In your objective address how you will achieve the goal of exercising 3 times a week.

Example SMART Goals and Objectives

SMART Goals/Objectives

- Provide high quality customer service resulting in a 90% customer satisfaction rating from external customers on accuracy, timeliness and courtesy measures by 3/1/XX.
- By 1/1/XX, "I want to start running faster". I currently run a 5K in 26 minutes and I want to get it down to 22 minutes. I'll accomplish this by tracking my running times at least "3 times a week".
- By June 30, 20XX, complete course work and attain a CSAC credential to enhance my skills as an effective leader as measured by feedback from my supervisor and the accomplishment of my performance plan goals.
- Continue to maintain a list of all the employees who are officially enrolled in our advocacy program. Update it weekly by 5pm on Friday through 11/11/XX.