



# Minnesota Women of Today

## Leadership Toolbox – Setting Goals

Creating goals for your position creates a foundation for not only yourself but others to build off. SMART goals set you up for success by making your objective specific, measurable, achievable, realistic, and timely. This method helps push you further, gives you a sense of direction, and helps you organize and reach your goals.



### SMART Goals Basics

When setting goals, you should be prepared to ask questions of yourself. The process of creating your goals will fine tune your ideas and will also help ensure that your goals are attainable. It is recommended that you create three goals for your year. Your goals can be as simple or complex as you choose. Do not compare yourself to others. It is not about who did more, or less. Creating goals that you can personally be successful at benefits not only your position, but you personally.

When creating your goals, ask yourself the following questions.

- S: Does your goal clearly and specifically state what you are trying to achieve? If not, what about your goal do you need to change to achieve this?
- M: How will you (and others) know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome? If not, what about your goal do you need to change to achieve this?
- A: What factors may prevent you from accomplishing your goal? Is achieving your goal dependent on anyone else? Is it possible to reframe your goal so it only depends on you and not others? Based on these three questions do you need to make any changes to your goal?
- R: Why is achieving this goal important to you? What effect will achieving your goal have on your position or on others? Based on these two questions do you need to make any changes to your goal?
- T: Is there a defined timeline of when will you reach your goal? Is there an end date or time frame for your goal? If not, what about your goal do you need to change to achieve this?

## Writing A Goal

Write down your goal idea: \_\_\_\_\_

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Look over the SMART goal rules on page 1. Using one sentence, rewrite your goal:

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Implementation/Action Plan: To fully visualize your goal list three to six steps you will take to reach your goal. A good action plan provides the framework for achieving the SMART goal. The action plan helps map out the necessary tasks you will take to complete the goal. Don't limit yourself to your original action plan. Continue to add and adjust as your year progresses.

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## Resources

Position specific SMART Goal worksheets can be found at [www.mnwt.org](http://www.mnwt.org) under member's resources for State Delegates, Chapter Presidents, District Directors, State Program Managers, and MNWT Staff.