

Smart Goal Worksheet

When it comes to setting objectives for remote learning and digital catechesis, the SMART Goal format can help ensure you've thought of everything. Use this worksheet to set three to five goals for yourself or your religious education program. SMART Goals are:



Specific

What defines success for this goal?



Measurable

How will you know you have attained success?



Attainable

How will your goal be achieved?



Relevant

How is this goal aligned to your broader/long-term goals?



Time-Based

What is your deadline to achieve this goal?

Example SMART Goal for an instructor:

Specific: create a video

Measurable: 60 seconds

Attainable: posted to YouTube channel

Relevant: related to the Sunday Gospel

Time-Based: weekly during Advent

Goal: I will create and share a weekly Gospel one-minute reflection video to be posted on my ministry video channel every Sunday during Advent.

Example SMART Goal for a program:

Specific: adopt a catechist communication tool

Measurable: communicate program information to parents

Attainable: mobile-friendly

Relevant: opt-in model

Time-Based: weekly alerts plus announcements as needed

Goal: The Religious Education program will adopt a digital parent communication program/system where parents can opt-in to receive weekly and timely announcements via mobile devices.

Define Your Goals

Goal #1

Specific:

Measurable:

Attainable:

Relevant:

Time Based:

Goal: _____

Goal #2

Specific:

Measurable:

Attainable:

Relevant:

Time Based:

Goal: _____

Goal #3

Specific:

Measurable:

Attainable:

Relevant:

Time Based:

Goal: _____

Goal #4

Specific:

Measurable:

Attainable:

Relevant:

Time Based:

Goal: _____
