

Setting Goals

SMART Goals

Are your priorities SMART (Specific, Measurable, Attainable, Relevant, and Time bound)?

Use the table to ensure each of the priorities you identified above is set up as a goal for success. Use the empty boxes to record your identified priority and each corresponding SMART goal. See priority #1 for an example.

	Priority #1	Priority #2	Priority #3	Priority #4	Priority #5
<p><u>S</u>PECIFIC:</p> <p>Define a set target in the priority box.</p> <p><i>Ex: fresh fruits and vegetables, whole grains</i></p>					
<p><u>M</u>EASURABLE:</p> <p>Incorporate a quantitative measure you can track and record in the corresponding priority box.</p> <p><i>Ex: pounds of food, percentage of whole</i></p>					



<p><u>A</u>TTAINABLE:</p> <p>Start small and build on your success. Once you attach a timeline, is your SMART goal attainable? (You might have to come back to this once you finish writing your SMART goal.)</p> <p><i>Ex: 1000lbs, increase whole grains by 10%</i></p>					
<p><u>R</u>ELEVANT:</p> <p>Link to organization mission, goals, strategic plan. Is your SMART goal relevant?</p> <p><i>Ex: "To serve our mission of hunger relief," "To address the root causes of hunger"</i></p>					



<p><u>T</u>IME BOUND:</p> <p>Identify a date of when you will complete this goal.</p> <p><i>Ex: by the end of FY 2020, by December 2021</i></p>					
<p>Revise your original priority as needed to include all elements of a SMART goal.</p> <p><i>Ex: Increase whole grain availability by 10% by the end of FY 2021</i></p>					

