Resource:

SMART Goals

Family Councils Ontario

Setting goals is an important part of working well as a team. Goals help members stay involved and motivated. When everyone understands the goal, they know what they are responsible for and how to track progress. Strong goals reflect what care partners see as important, and everyone on the Family Council should understand and support them. This worksheet guides your Council through the steps to create **SMART** goals: **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-bound.

Building a SMART Goal, Step by Step

Example: a Council wants meetings to stay focused on shared issues, while still giving members time to be heard.

STEP	ASK YOURSELF	LESS EFFECTIVE	MORE EFFECTIVE
S Specific	*What do we want to do?* *Who is involved?* *Why does it matter?*	✕ Reduce the amount of time spent discussing individual complaints during a meeting.	✓ Set aside the first 15 minutes of each meeting for individual concerns and peer support.
M Measurable	*How will we know we've reached our goal?*	✕ Reduce the need for the Chair to remind members to focus on shared issues.	✓ The Chair does not need to remind members to stay on shared issues during meetings for 4 months.
A Achievable	*Is this realistic with our time and resources?*	✕ Achieve this change by the next meeting (in 1 month).	✓ Give the Council 4 months to build this habit after adding peer support time to the agenda.
R Relevant	*Why is this important to our Family Council?*	✕ Reduce reminders, but members may not feel heard.	✓ This goal helps members feel heard while also keeping meetings focused and productive.
T Time-bound	*When will we reach this goal?*	✕ Achieve this by the next meeting (in 1 month).	✓ Within 4 months, the Chair no longer needs to remind members to return to shared issues after peer support time.

Tip: Review your goals at least every few months. Celebrate what you've achieved and adjust goals that no longer fit your Council.

Worksheet:

Plan Your SMART Goal

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Work through each step together as a Council. Type into the boxes or print this page and write by hand.

S **Specific**
What do we want to do? Who is involved? Why does it matter?

M **Measurable**
How will we know we've reached our goal?

A **Achievable**
Is this realistic with our time and resources?

R **Relevant**
Why is this important to our Family Council?

T **Time-bound**
When will we reach this goal?

Our SMART goal

Date agreed

Review date

Lead person(s)