

## SUMMER MEALS PLANNING GUIDE

# GOALS SETTING WORKSHEET

### Instructions

Use this Goals Setting Worksheet with your staff to develop specific goals for the next summer nutrition program. The SMART goals worksheet on the following page provides a helpful framework by which to develop your qualitative goals.

### Set goals

#### Quantitative Goals

Complete the following table with quantitative goals including Average Daily Participation, number of sites, and budget.

	SUMMER 2022	SUMMER 2023 GOAL
<i>Example:</i> Total Number of Sites	20	25
Average Daily Participation (ADP)		
Total Number of Sites		
Total budget		
Other (specify):		

#### Qualitative Goals

Use the SMART goals worksheet on the following page to develop goals related to:

- ✓ new community partnerships,
- ✓ employee retention and satisfaction,
- ✓ nutrition standards,
- ✓ branding and promotion, and
- ✓ farm to school participation.

### Next Steps

Use the Group Facilitation Guide to collect feedback on your SMART goals from your summer nutrition program stakeholders!

# SMART GOALS WORKSHEET

## SPECIFIC

*What is your goal?*

**S**

My goal is: \_\_\_\_\_

## MEASURABLE

*How will you track this goal?*

**M**

My team will track our progress by: \_\_\_\_\_

## ATTAINABLE

*How will you achieve the goal?*

**A**

My team will achieve this goal by: \_\_\_\_\_

## RELEVANT

*How will this goal help you?*

**R**

This goal is important because: \_\_\_\_\_

## TIME-BOUND

*When will you achieve this goal?*

**T**

We will complete this goal by: \_\_\_\_\_

## KEY STEPS

How will you achieve this goal? What are the key steps and when should they be completed?

Description	Start Date	Complete Date	✓

*What are the obstacles and/or challenges?* \_\_\_\_\_

*Name three people responsible for this goal:* \_\_\_\_\_



# SMART GOALS WORKSHEET: Example

## SPECIFIC

What is your goal?

S

My goal is: to add 5 new SFSP sites at local libraries.

## MEASURABLE

How will you track this goal?

M

My team will track our progress by: updating spreadsheet of all SFSP sites.

## ATTAINABLE

How will you achieve the goal?

A

My team will achieve this goal by: meeting with library representatives and scheduling enough staff.

## RELEVANT

How will this goal help you?

R

This goal is important because: this partnership will allow us to feed more children over the summer.

## TIME-BOUND

When will you achieve this goal?

T

We will complete this goal by: May 2023

## KEY STEPS

How will you achieve this goal? What are the key steps and when should they be completed?

Description	Start Date	Complete Date	✓
Schedule initial meeting with library administration.	February 2023		
Plan menu and meal service logistics, and hire/schedule adequate staffing for meal delivery.	April 2023		
Schedule follow-up meeting with library administration and complete on-site staff training.	April 2023		
Add new site applications in SNPWeb and complete pre-approval visits.	May 2023		
Monitor sites throughout the summer and adjust operations when needed.	June 2023		

What are the obstacles and/or challenges? Staffing capacity, fluctuation in ADP, and programmatic changes at the library throughout the summer.

Name three people responsible for this goal: Nutrition Director, SFSP Site monitor(s), and library site partners.



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