# Graphical user interface, application Description automatically generated

# **Goals Setting Worksheet**

## Instructions

Use this goals setting worksheet with your staff to develop specific goals for your 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.

|  |  |  |
| --- | --- | --- |
| **Quantitative Goal** | **Summer 2022** | **Summer 2023 Target** |
| *Example:*  *Total Number of Sites* | *20* | *25* |
| Average Daily Participation (ADP) |  |  |
| Total Number of Sites |  |  |
| Total Budget |  |  |
| Other (specify): |  |  |

### Quantitative 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?*
  + My goal is:
* MEASURABLE
  + *How will you track this goal?*
  + My team will track our progress by:
* ATTAINABLE
  + *How will you achieve the goal?*
  + My team will achieve this goal by:
* RELEVANT
  + *How will this goal help you?*
  + This goal is important because:
* TIME-BOUND
  + *When will you achieve this goal?*
  + 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?*
  + My goal is: *to add 5 new SFSP sites at local libraries*.
* MEASURABLE
  + *How will you track this goal?*
  + My team will track our progress by: *updating spreadsheet of all SFSP sites.*
* ATTAINABLE
  + *How will you achieve the goal?*
  + My team will achieve this goal by: *meeting with library representatives and scheduling enough staff.*
* RELEVANT
  + *How will this goal help you?*
  + 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?*
  + 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, fluctuations 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.*