

GOALSETTING

Someone once said, "If you don't know where you are going, every road leads to your destination." If we observe the lives of successful leaders, we will often notice that they have a clear vision and have set specific, measurable, actionable, realistic, and time-targeted goals that guide how they live each day.

GOALSETTING BEGINS WITH VISION

Leaders who practice disciplined goalsetting experience greater effectiveness and satisfaction in their work. **Vision is the foundation of all leadership.** Proverbs 29:18 says, "Where there is no revelation (vision), people cast off restraint." If a leader can articulate God's vision clearly, then the process of setting goals will be easier and more focused.



Discover and write out your God-given vision. Access our free Power of Vision guide at ILITeam.org/vision

Vision is accomplished through specific goals. Goals narrow down the vision into smaller, manageable units. They provide focus and practical steps to achieve God's vision for your life. Developed by Paul J. Meyer, **SMART** goals (explained on page 2) have been widely used in every area of leadership.



**S
M
A
R
T**



S

SPECIFIC

“Fuzzy goals will get fuzzy results at best” (Paul J. Meyer). Make your goals as specific as possible. Write your goals as if someone else would read them.

M

MEASURABLE

If your goals are measurable, you can monitor your progress as you pursue them. A measurable goal doesn't necessarily mean having a number to achieve.

A

ACTIONABLE

Every goal should start with an action verb (i.e. quit, run, finish, eliminate) rather than a to-be verb (i.e. am, be, have)

R

REALISTIC

Your goals should involve faith, but also they must be realistic. It is unwise to set goals so large that they are out of touch with the reality you are working with.

T

TIME TARGETED

Every goal should have a deadline; a time when it should be completed and evaluated.

VISIONARY LEADERSHIP PROCESS

All effective leadership starts with vision, but effective leaders are those who actually accomplish their goals. The chart below illustrates how your God-given vision and mission get focused down in gradual steps. Starting with the vision, it is narrowed down into more manageable units until the next task you have to do tomorrow is to accomplish each of your SMART goals.



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ACTION PLAN AND TO-DO LIST

This task will order your goals chronologically, but also order them by priority. Ask yourself:

- What tasks are the most important to achieve my goal?
- Which ones require my immediate attention?
- What must I do in the next month in order to reach my one-year goal?
- What must I do in the next week in order to accomplish the tasks I listed on the previous question (next month)?
- What must I do tomorrow in order to complete the tasks I listed on the previous question (next week)?

Work through the Goal Planning Worksheet at the end of this guide. Soon, you will have your SMART goals written out, an Action Plan in place, and even a To-Do list for tomorrow!

CONCLUSION

Goalsetting can be a life-changing resource; however, setting goals is not enough. Once your vision, mission, goals, and action plans are written down, they must be pursued. If you trust they are God-given, then it will be a joy to lay your life as clay in the hands of the Potter and marvel at God's Spirit working through your life.

As you fill out the Goal Planning Worksheet, first pray and listen to God for guidance. Then, develop your goals, being sure to match the criteria of being SMART. Finally, list out an Action Plan that will help you accomplish your goal.

GOAL PLANNING WORKSHEET

Area _____ Today's date _____ Target Date _____

Goal (Specific, Measurable, Actionable, Realistic, Time Targeted)

Date Reviewed: _____ Date Completed: _____

ACTION PLAN

What tasks must I do in the first year of my goal period? (If your goal is for less than one year, go to the next question.)

What must I do in the next month in order to accomplish the tasks I listed for the first year?

What must I do in the next week in order to accomplish the tasks I listed on the previous question (next month)?

What must I do tomorrow to accomplish the tasks I listed in the previous question (next week)?