

Best Practice Goal Planner

FOR VOLUNTEER-INVOLVING ORGANISATIONS



NAME:

TASK AREA:

DATE TODAY:

TARGET DATE:

DATE ACHIEVED:

WHO NEEDS TO KNOW ABOUT THIS GOAL?

YOUR GOAL:

I / we will...

by...

so that...

BENEFITS FROM ACHIEVING THIS GOAL:

A **Smart** Goal Is: **S**pecific – **M**easurable – **A**ctionable – **R**ealistic – **T**imely

| OBSTACLES / RISKS? | POSSIBLE SOLUTIONS: | SUMMARY OF ACTION STEPS TO ACHIEVE YOUR GOAL: | | | | | | | | | | | | |
|------------------------------|-------------------------------------|--|--|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|------------------------------|-------------------------------------|
| Losses to avoid? | | <table border="1"><tbody><tr><td data-bbox="1023 1310 1404 1489"></td><td data-bbox="1404 1310 1471 1489"><input type="checkbox"/></td></tr><tr><td data-bbox="1023 1489 1404 1624"></td><td data-bbox="1404 1489 1471 1624"><input type="checkbox"/></td></tr><tr><td data-bbox="1023 1624 1404 1758"></td><td data-bbox="1404 1624 1471 1758"><input type="checkbox"/></td></tr><tr><td data-bbox="1023 1758 1404 1892"></td><td data-bbox="1404 1758 1471 1892"><input type="checkbox"/></td></tr><tr><td data-bbox="1023 1892 1404 2027"></td><td data-bbox="1404 1892 1471 2027"><input type="checkbox"/></td></tr><tr><td data-bbox="1023 2027 1404 2085">Tick when steps are achieved</td><td data-bbox="1404 2027 1471 2085"><input checked="" type="checkbox"/></td></tr></tbody></table> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | Tick when steps are achieved | <input checked="" type="checkbox"/> |
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