



GOAL PLANNING FORM 2010

MINISTRY INFORMATION

Ministry Name: \_\_\_\_\_

Ministry Leader: \_\_\_\_\_

Assistant 1: \_\_\_\_\_ Department: \_\_\_\_\_

Assistant 2: \_\_\_\_\_

Date: \_\_\_\_\_ Review Period: \_\_\_\_\_ to \_\_\_\_\_

INSTRUCTIONS

Goals should always be: **S** – Specific    **M** – Measurable    **A** – Achievable    **R** – Realistic    **I** – Time Bound

1. **Goal/Objective.** Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
2. **Measurement.** How will the goal/objective be evaluated? (Use quantitative measures such as % or dollar increase in revenue or market share and/or use qualitative measures which are descriptive of criteria.)
3. **Importance.** Rank the goal as Essential, Important, or Desirable as follows:  
Essential – required for job performance  
Important – helpful for job performance  
Desirable – asset for job performance

1<sup>ST</sup> GOAL/OBJECTIVE

Description:

Measurement:

Importance:     Essential     Important     Desirable

**2<sup>ND</sup> GOAL/OBJECTIVE**

**Description:**

**Measurement:**

**Importance:**       Essential       Important       Desirable

**3<sup>RD</sup> GOAL/OBJECTIVE**

**Description:**

**Measurement:**

**Importance:**       Essential       Important       Desirable

**4<sup>TH</sup> GOAL/OBJECTIVE**

**Description:**

**Measurement:**

**Importance:**       Essential       Important       Desirable

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