

## SMART Goal Worksheet

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

**Directions: Complete the sentence starters:**

**Specific**

I will (state specifically what you want to accomplish) ...

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**Measurable**

I will measure the goal accomplishment by ...

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**Attainable**

I know this is attainable because ...

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**Relevant**

This is a good use of my time because ...

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**Time Bound**

I will accomplish this goal by ...

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**Include the SMART items above to write a complete goal statement:**

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## Coaching Worksheet - Novice

**Novice: I am at the 1st Developmental Step on this specific goal and task**

**Generated by:** \_\_\_\_\_ **Meeting date:** \_\_\_\_\_

**Collaborating with:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Discussion topic(s) related to:**

**Goal or task:**

**Team Member: I'm a Novice (just starting out)**

**Leader: I need an Instructing Strategy**

**Low Skill Level**

- New to the goal or task
- Not aware of expectations
- May have transferable skills

**High Dedication**

- Ready for the challenge
- Eager to learn
- Willing to take direction

**High Direction**

- Telling/showing
- Planning
- Defining

**Low Support**

- Orienting
- Monitoring
- Giving feedback

**Prior to the meeting, plan the following:**

Word Tracks for the team member to use:

Word Tracks for the leader to use:

Questions to ask by the team member:

Questions to ask by the leader:

**At the end of the meeting, do the following:**

Determine next steps - who will do what, by when?

End in prayer

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## Coaching Worksheet - Apprentice

**Apprentice: I am at the 2nd Developmental Step on this specific goal and task**

**Generated by:** \_\_\_\_\_ **Meeting date:** \_\_\_\_\_

**Collaborating with:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Discussion topic(s) related to:**

**Goal or task:**

**Team Member: I'm an Apprentice (in training)**      **Leader: I need a Developing Strategy**

**Low Skill Level**

- Inconsistent with progress
- Still learning
- Not competent yet

**Low Dedication**

- Overwhelmed
- Discouraged/frustrated
- Ready to quit

**High Direction**

- Redirecting
- Clarifying
- Asking

**High Support**

- Praising
- Sharing feedback
- Encouraging

**Prior to the meeting, plan the following:**

Word Tracks for the team member to use:

Word Tracks for the leader to use:

Questions to ask by the team member:

Questions to ask by the leader:

**At the end of the meeting, do the following:**

Determine next steps - who will do what, by when?

End in prayer

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## Coaching Worksheet - Journeyman

**Journeyman: I am at the 3rd Developmental Step on this specific goal and task**

**Generated by:** \_\_\_\_\_ **Meeting date:** \_\_\_\_\_

**Collaborating with:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Discussion topic(s) related to:**

**Goal or task:**

**Team Member:**  
**I'm a Journeyman (can perform the tasks)**

**Leader:**  
**I need a Mentoring Strategy**

**Moderate Skill Level**

- Skillful and adept
- Performing adequately
- Contributing

**Varying Dedication**

- Doubtful
- Hesitant/Unsure
- Lack of motivation

**Low Direction**

- Listening
- Asking
- Collaborating

**High Support**

- Reassuring
- Appreciating
- Encouraging

**Prior to the meeting, plan the following:**

Word Tracks for the team member to use:

Word Tracks for the leader to use:

Questions to ask by the team member:

Questions to ask by the leader:

**At the end of the meeting, do the following:**

Determine next steps - who will do what, by when?

End in prayer

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## Coaching Worksheet - Master/Teacher

**Teacher: I am at the 4th Developmental Step on this specific goal and task**

**Generated by:** \_\_\_\_\_ **Meeting date:** \_\_\_\_\_

**Collaborating with:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Discussion topic(s) related to:**

**Goal or task:**

**Team Member:**  
I'm a Master/Teacher (can teach others)

**Leader:**  
I need a Comissioning Strategy

**High Skill Level**

- Accomplished
- Considered an expert
- Consistently competent

**High Dedication**

- Justifiably confident
- Inner drive to succeed
- Fully committed

**Low Direction**

- Empowering
- Confirming
- Challenging

**Low Support**

- Affirming
- Praising
- Encouraging

**Prior to the meeting, plan the following:**

Word Tracks for the team member to use:

Word Tracks for the leader to use:

Questions to ask by the team member:

Questions to ask by the leader:

**At the end of the meeting, do the following:**

Determine next steps - who will do what, by when?

End in prayer

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