



Christian Endeavor Resource Sheet

S.M.A.R.T. Planning

Characteristics of Task Development

Make them:

- **S**pecific
- **M**easurable
- **A**ttainable
- **R**ealistic
- **T**ime-Bound

Note: Attainable and Realistic may seem like the same thing. An attainable task is something that can be accomplished in light of the resources including time that is available. A realistic task can be accomplished in light of everything else that the ministry is trying to accomplish.

The Importance of S.M.A.R.T. Tasks:

Motivation, Evaluation, Direction, Decision-Making

Planning:

- Strategy Development** Why are we doing this event/program, how does it help our ministry move toward its mission
- Resource Assessment** What is accessible that can help us with this event
- Risk Evaluation** What could make this event/program bomb
- Objectives Established** What 3-5 achievements do we want to see through this event/program
- Strategy Developed** What segments does the event break down into, what time line will we use
- Sub-groups Created** Coordinate the different actions that need to occur
- Implementation** Get everyone going, determine steps for follow up
- Communication** Making sure that students and parents or guardians understand the purpose of the event/program and their role in making the event/program a success
- Evaluation/Modification** Use SWOT analysis, listing Strengths, Weaknesses, Opportunities and Threats observed thru the event. Organize binder for next time

Special points of interest:

S.M.A.R.T. planning leads to a successful Youth Ministry.

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