

Leadership Skills: S.M.A.R.T. and FOCUS



Servants' Meeting
9/21/14

S.M.A.R.T.

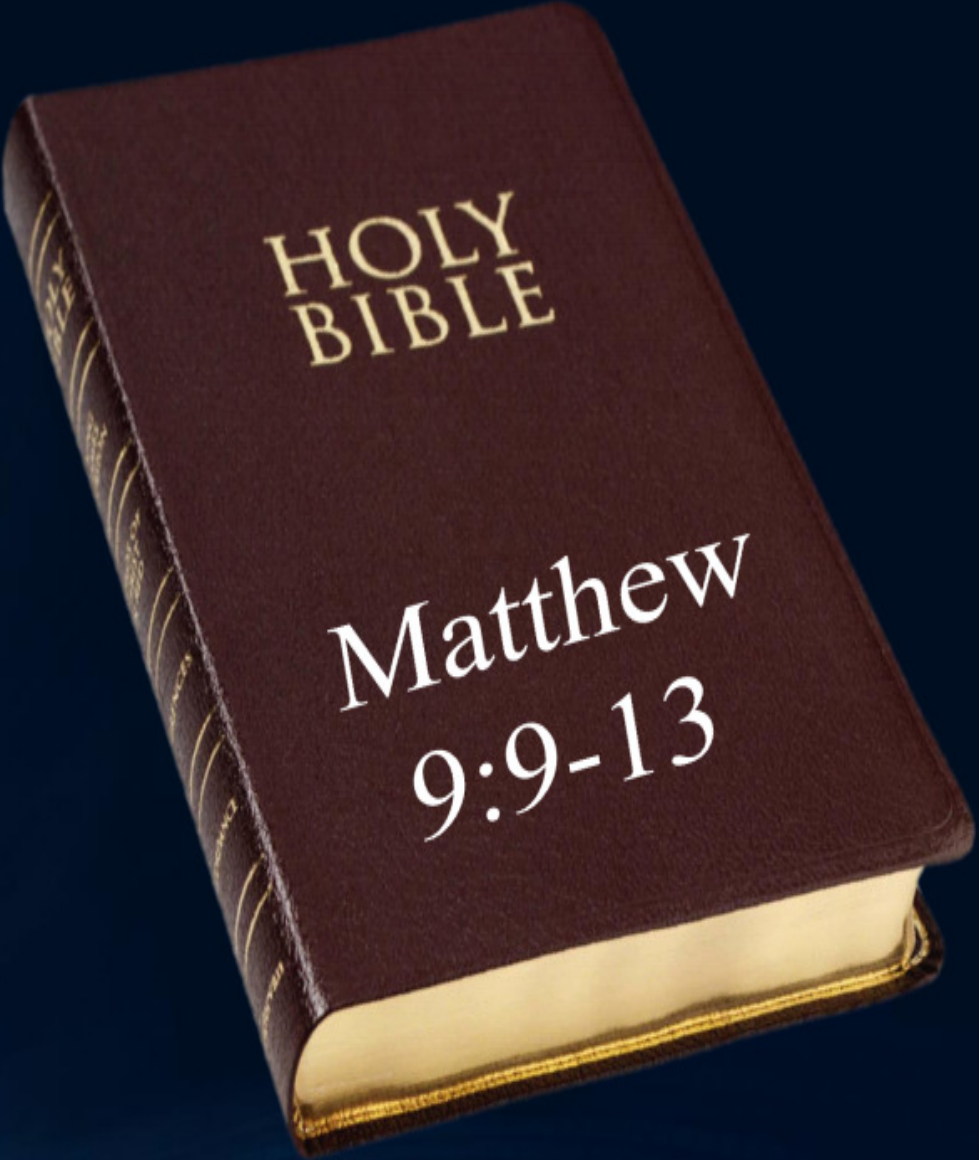
AND

FOCUS



Basics of Smartness and Focus





HOLY
BIBLE

Matthew
9:9-13

⁹ As Jesus passed on from there, He saw a man named Matthew sitting at the tax office. And He said to him, “Follow Me.” So he arose and followed Him.

¹⁰ Now it happened, as Jesus sat at the table in the house, *that* behold, many tax collectors and sinners came and sat down with Him and His disciples.

¹¹ And when the Pharisees saw *it*, they said to His disciples, “Why does your Teacher eat with tax collectors and sinners?”

¹² When Jesus heard *that*, He said to them, “Those who are well have no need of a physician, but those who are sick. ¹³ But go and learn what *this* means: ‘I desire mercy and not sacrifice.’ For I did not come to call the righteous, but sinners, to repentance.”



Apply O.A.S. here

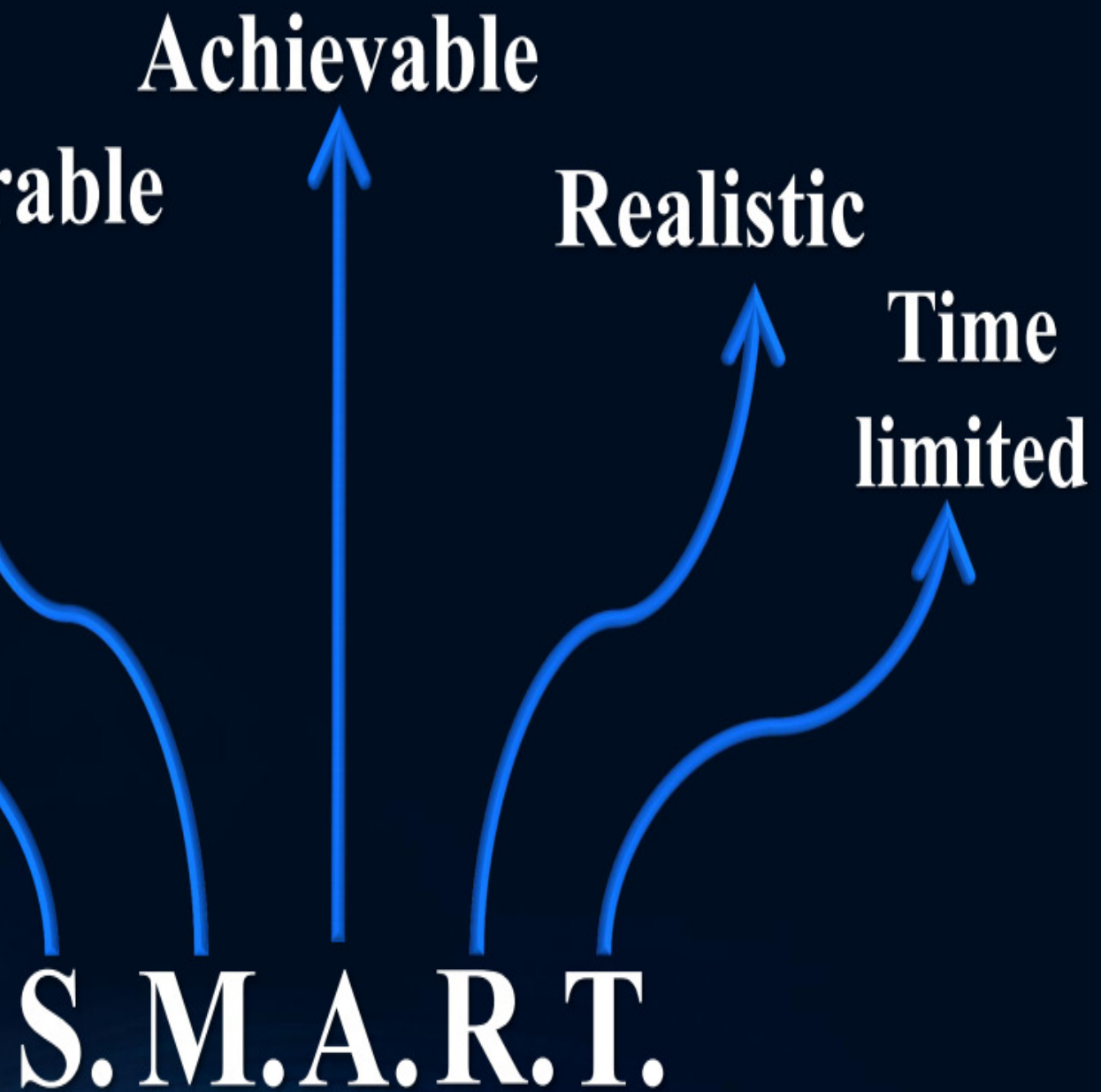
O = Observe

A = Analyze

S = Solve



By performing O.A.S.,
we now need
S.M.A.R.T. action
to reach our TARGET



Specific (S.M.A.R.T.)

∞ A specific goal will usually answer the five 'W' questions:

- What: What do I want to accomplish?
- Why: Specific reasons, purpose or benefits of accomplishing the goal.
- Who: Who is involved?
- Where: Identify a location.
- Which: Identify requirements and constraints.

Measurable (S.M.A.R.T.)

∞ A measurable goal will usually answer questions such as:

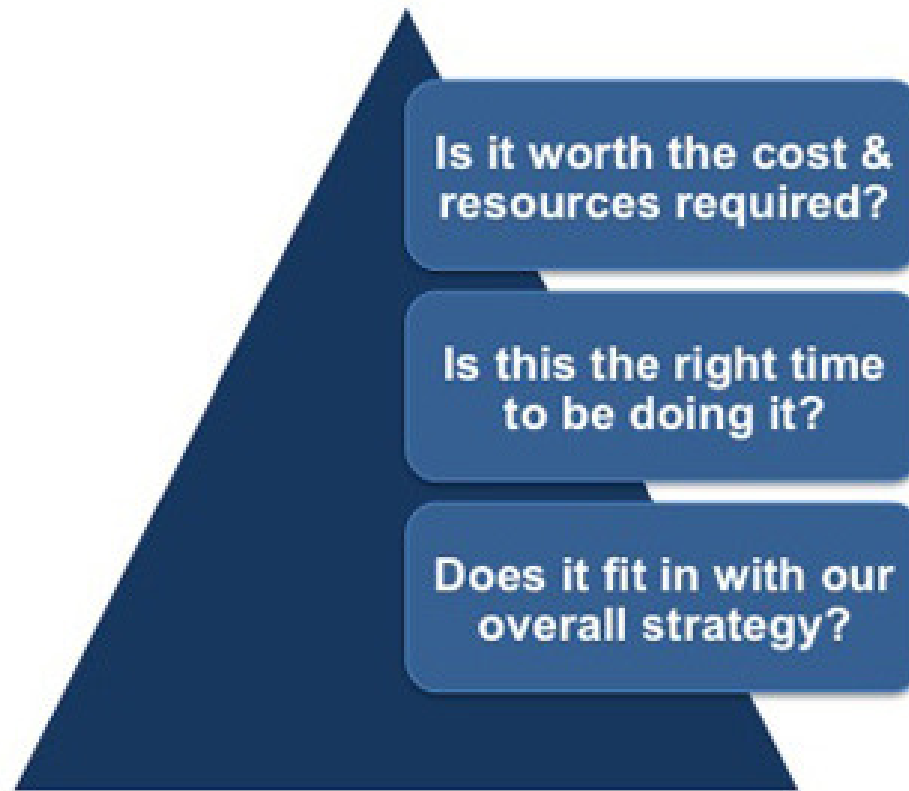
- How much?
- How many?
- How will I know when it is accomplished?
- Indicators should be quantifiable

Achievable (S.M.A.R.T.)

- ∞ Goal needs to be attainable
- ∞ Goal should be high enough to motivate others, but not out of reach
- ∞ An Achievable goal will usually answer the question:
 - How: How can the goal be accomplished?

Realistic/Relevant (S.M.A.R.T.)

∞ Is the goal suitable for the group and its purpose?



Time-Limited (S.M.A.R.T.)

- ∞ Goals should have a target date for completion
- ∞ A target date produces a necessary urgency
- ∞ How often should the goal be met?
- ∞ With no time limit, goals often fail

Work/Organization Examples

- ✎ **Not SMART:** “Improve our student service.”
- ✎ **SMART:** “Achieve and maintain an average student service rating of at least 4.0 (out of a possible 5.0) on our annual survey by 11/20/15.”
- ✎ **Not SMART:** “We need to create our 2015 strategic plan.”
- ✎ **SMART:** “Create our 2015 strategic plan, obtain final approval from the Budget Committee, and discuss it with our department so individuals can begin setting their performance objectives by 10/29/14.”

Work/Organization Examples

- ⌘ **Not SMART:** “Improve project management skills.”
- ⌘ **SMART:** “Take the Project Management Essentials workshop on 10/18/2014, report what was learned to our team by 11/01/2014, and apply the relevant concepts while implementing our 2015 marketing plan due on 11/20/2014.”
- ⌘ **Not SMART:** “Keep our department’s Website up-to-date.”
- ⌘ **SMART:** “Solicit updates and new material for the Website from our department managers on the first Friday of each month; publish this new material by the following Friday. Each time material is published, review the Website for material that is out-of-date and delete or archive that material.”

Applying S.M.A.R.T. to Service

- ✎ **Not SMART:** “Visitation is important”
- ✎ **SMART:** “We will divide the class into four groups and each of us will visit one student per month so that by the end of the year, each student will have been visited three to four times. Please provide a brief summary of each visit including time spent, Bible passage shared, and what new things you learned about the student and what he/she is going through so that the rest of the group can be informed.”

Applying S.M.A.R.T. to Service

- ⌘ **Not SMART:** “Lesson preparation is essential”
- ⌘ **SMART:** “Each 30-40 minute lesson should be prepared and submitted for review a week in advance and should include a thoughtful introduction, a memory verse, applicable Bible passages, practical applications, and a relative personal experience. Afterword, please be prepared for constructive feedback meant to be used as a self-improvement tool.”

Applying S.M.A.R.T. to Service

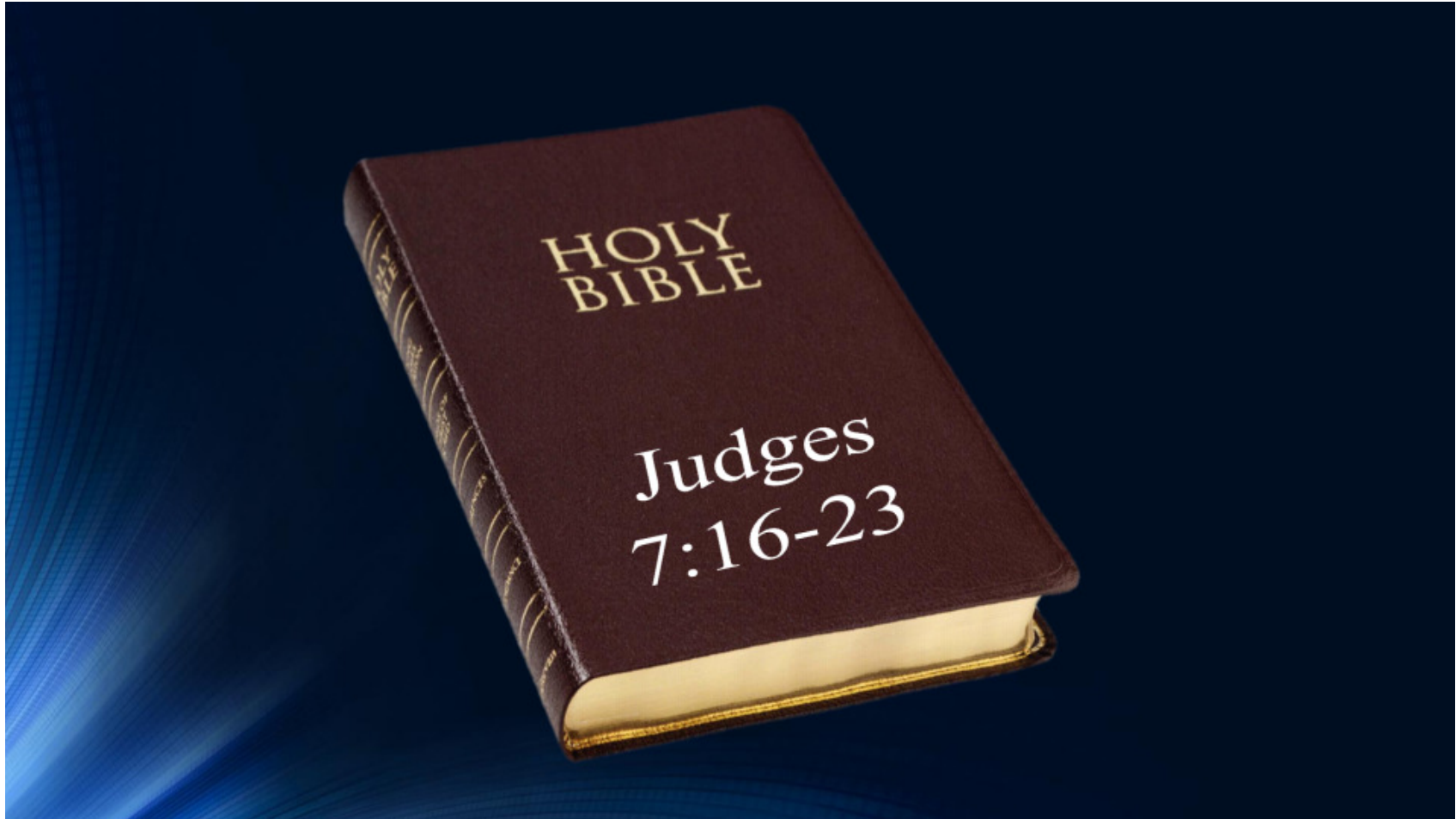
- ✎ **Not SMART:** “Please do your best to attend the Servants Meeting”
- ✎ **SMART:** “The Servants Meeting is our weekly opportunity for fellowship with the rest of the servants and essential for us to grow as a family, so we will finish class and any meetings no later than 1:25. Weekly attendance will be taken as a means of accountability. Unexcused absences will not be tolerated and will result in severe penalties of a most painful nature.”

Sunday School Issue

1. Pick a typical Sunday School problem
2. Use O.A.S.
3. Implement a S.M.A.R.T. action plan

HOLY
BIBLE

Judges
7:16-23



¹⁶ Then he divided the three hundred men *into* three companies, and he put a trumpet into every man's hand, with empty pitchers, and torches inside the pitchers.

¹⁷ And he said to them, "Look at me and do likewise; watch, and when I come to the edge of the camp you shall do as I do:

¹⁸ When I blow the trumpet, I and all who *are* with me, then you also blow the trumpets on every side of the whole camp, and say, '*The sword of the Lord and of Gideon!*'

¹⁹ So Gideon and the hundred men who *were* with him came to the outpost of the camp at the beginning of the middle watch, just as they had posted the watch; and they blew the trumpets and broke the pitchers that *were* in their hands.

²⁰ Then the three companies blew the trumpets and broke the pitchers—they held the torches in their left hands and the trumpets in their right hands for blowing—and they cried, “The sword of the Lord and of Gideon!”

²¹ And every man stood in his place all around the camp; and the whole army ran and cried out and fled.

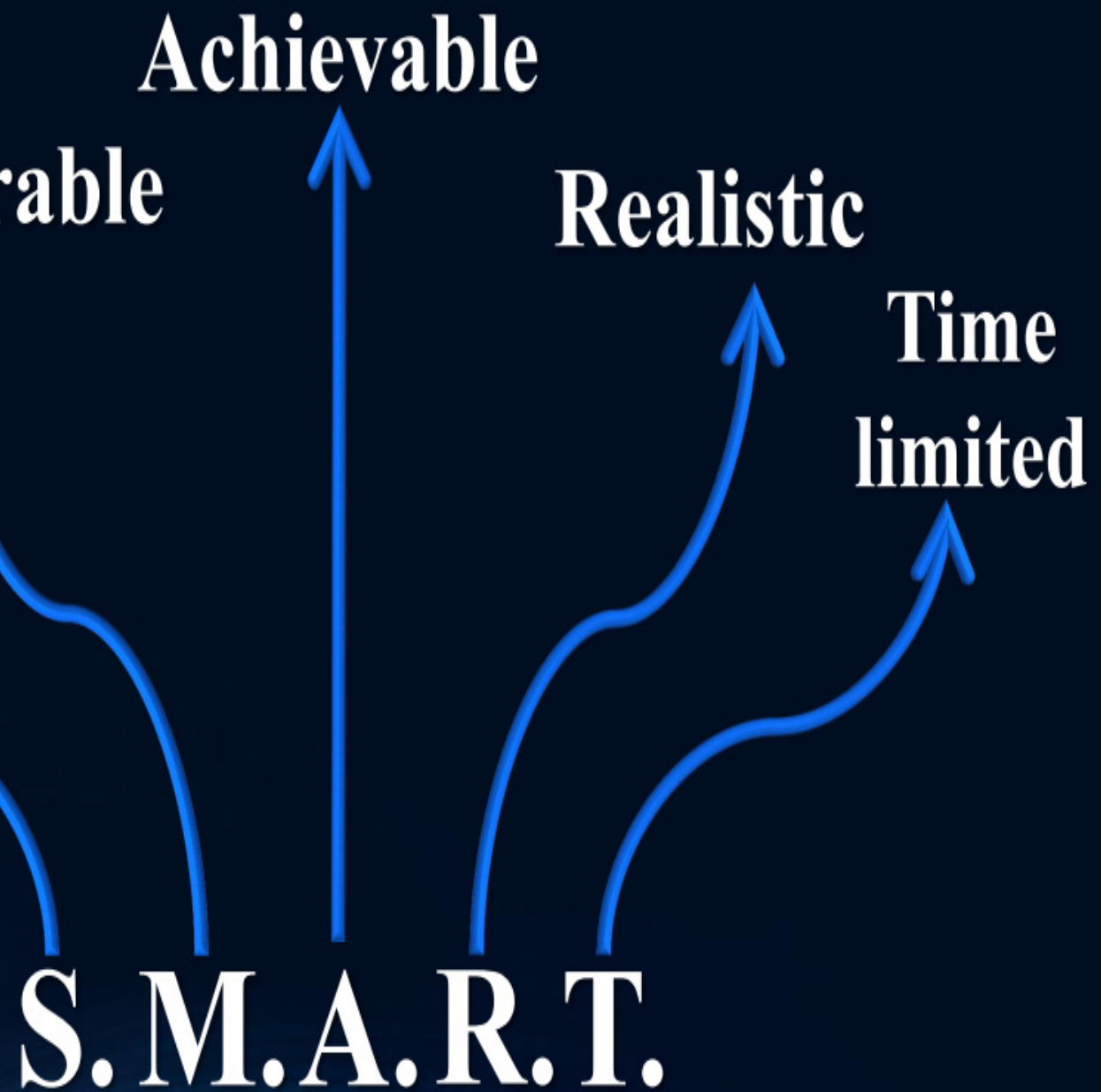
²² When the three hundred blew the trumpets, the Lord set every man's sword against his companion throughout the whole camp; and the army fled to Beth Acacia, toward Zererah, as far as the border of Abel Meholah, by Tabbath.

²³ And the men of Israel gathered together from Naphtali, Asher, and all Manasseh, and pursued the Midianites.

Using SMART technique

Evaluate Gideon







By doing O.A.S. correctly,
we need S.M.A.R.T. action
to reach our T (Target) with F (Focus)
to enjoy application and victory

O.A.S.

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graph TD; OAS[O.A.S.] --- SMART[S.M.A.R.T.]; SMART --- Target[Target]; SMART --- Focus[Focus]; SMART --- AV[Application & Victory]
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S.M.A.R.T.

Target

Focus

Application
&
Victory

B) FOCUS

M: Mini Way

3 Ms

M: Maximum results

M: Minimum effort



*We can learn from the mistakes of
king Solomon:



1. He sought after many pursuits in a short a time.
2. He pursued the wrong goals to reach his desired outcome
3. His goals were self-serving.
4. He fell into despair because he never recognized what he really wanted.

- **“IF YOU CHASE TWO RABBITS, BOTH WILL ESCAPE” – *UNKNOWN***

- **THE KEYS FOR FOCUS ARE PRIORITIES AND CONCENTRATION.**

- **“A LEADER WHO KNOWS HIS PRIORITIES BUT LACKS CONCENTRATION KNOWS WHAT TO DO BUT NEVER GETS IT DONE. IF HE HAS CONCENTRATION BUT NO PRIORITIES, HE HAS EXCELLENCE WITHOUT PROGRESS” -- *JOHN MAXWELL***



Personal application of S.M.A.R.T. and FOCUS

- ✎ Not SMART: “I need to pray more”
- ✎ Not SMART: “I will make fasting a priority”
- ✎ Not SMART: “I will grow as a servant”
- ✎ Not SMART: “I need to grow in virtue”

Basics of Smartness and Focus



Review

- ☞ S. Specific
- ☞ M. Measurable
- ☞ A. Achievable
- ☞ R. Realistic or Relevant
- ☞ T. Time-limited

O.A.S.

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S.M.A.R.T.

Target

Focus

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