



# ISRC Volunteer SMART Goal Guide

*Setting Purposeful Goals for Real Impact*

## Welcome, ISRC Volunteers!

As we “Rebuild • Empower • Win,” we want every project, committee, and event to have clear direction and measurable success.

SMART goals help us *focus our energy, track progress, and celebrate wins*.

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## What is a SMART Goal?

A **SMART** goal is:

- **S – Specific:** What exactly do you want to accomplish?
  - **M – Measurable:** How will you know you’re making progress?
  - **A – Achievable:** Is it realistic within your team’s time and resources?
  - **R – Relevant:** Does it align with the ISRC’s mission and your committee’s purpose?
  - **T – Time-bound:** When will it be completed or evaluated?
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## Tips for Creating Your Own SMART Goal

1. Start with your **committee’s purpose** — why does it exist?
  2. Identify one **key outcome** that would make your group successful this year.
  3. Break it into **mini milestones** (monthly or quarterly).
  4. Assign **ownership** — who is responsible for each step?
  5. Schedule **check-ins** to celebrate progress and adjust as needed.
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## Example #1: Membership Committee

**Goal:** Increase ISRC student memberships by 15% by April 2026.

- **Specific:** Focus on students in accredited RT programs.
- **Measurable:** Track number of student members quarterly.
- **Achievable:** Partner with educators to promote membership.
- **Relevant:** Supports ISRC's mission to nurture the next generation.
- **Time-bound:** Complete by April 2026 (before Annual Meeting).

### Action Steps:

1. Create a 100% membership school challenge.
  2. Host a short Q&A session with ISRC leaders.
  3. Recognize schools reaching 100% on social media.
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## Example #2: Education & Student Committee

**Goal:** Develop and host three CRCE-approved virtual programs by July 2026.

- **Specific:** Professional growth topics (leadership, advocacy, clinical excellence).
  - **Measurable:** Three completed sessions with attendance tracked.
  - **Achievable:** Leverage committee expertise and virtual platforms.
  - **Relevant:** Expands statewide continuing education access.
  - **Time-bound:** All programs completed by July 2026.
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## Example #3: Public Relations Committee

**Goal:** Feature one “Member Spotlight” story per month across ISRC platforms.

- **Specific:** Highlight RTs making a difference in Illinois.
- **Measurable:** 12 features per year.
- **Achievable:** Use Canva templates and volunteer submissions.
- **Relevant:** Builds community and professional pride.
- **Time-bound:** Monthly through December 2026.



## SMART Goal Template

SMART Element

Your Goal

Specific

Measurable

Achievable

Relevant

Time-bound

**Final SMART Goal Statement:** *Write your completed goal here in one sentence.*



## Using AI to Help You Build Your SMART Goal

AI tools (like ChatGPT) can act as your **creative teammate** — helping you brainstorm, clarify your focus, and structure measurable, realistic goals.



### Step 1: Tell AI who you are and what you do

“I’m a volunteer on the ISRC Membership Committee. We help connect and grow the professional community of respiratory therapists in Illinois.”

## **Step 2: Use this suggested prompt:**

### **Prompt:**

"I'm a volunteer on the ISRC [Committee Name]. Please help me create a SMART goal for 2025–2026 that supports the ISRC mission and fits a volunteer's time frame. Include:

- A clear goal statement
- 3 measurable action steps
- A way to track progress quarterly.

Focus on [membership growth / education / public relations / advocacy / recognition]."

## **Step 3: Refine your goal with AI**

"Rewrite this goal as a complete SMART goal and include 2–3 short action steps:  
*Increase student involvement across Illinois RT programs.*"

### **Example AI Response:**

"Increase student engagement in ISRC activities by 25% by May 2026 through monthly school spotlights, mentorship opportunities, and regional student meetups."

## **Step 4: Ask for help tracking progress**

"Create a monthly checklist to track progress toward this goal."

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## **Bonus Ideas:**

- Ask AI to summarize your SMART goal into a 1-line update for meeting slides.
  - Have AI create a short social media post or flyer that aligns with your goal.
  - Use AI to brainstorm new volunteer engagement ideas that support your committee mission.
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## **Closing Thought**

"A goal without a plan is just a wish. A SMART goal with a team behind it becomes a win."

Together, we can turn every committee vision into visible progress.  
Thank you for helping Illinois Respiratory Care thrive!