

S.M.A.R.T. Goals Hand-Out

Creating sound goals (and knowing how to) is an important step in being successful.

A recommended model is that of S.M.A.R.T. Goals.

Specific:

Goals should be clearly and simply written. Specific goals have a greater chance of being achieved than a general goal. Questions of what, why, and how should be considered and answered. **What will the goal accomplish? How and why will it be accomplished?**

Measurable:

There should be a way for you to measure the success of each goal through tangible evidence. **How will you measure whether or not the goal has been reached?**

Achievable:

Goals should be challenging, but well defined so they are achievable. You should already have the necessary skills to complete said goals. **Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish this goal? Will meeting the goal challenge you without defeating you?**

Relevant:

Goals should be relevant to your role, and the group of people that you represent. **What is the reason, purpose, or benefit of accomplishing the goal? Is the goal worthwhile and will it meet your needs? How does the goal tie into your key responsibilities?**

Time-bound:

There should be a time frame for your goal that creates a practical sense of urgency. Without such practical urgency, the goal is unlikely to be relevant. With too much urgency, the goal is likely to seem unattainable. **What is the established completion date and does it create a practical sense of urgency?**