

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? (List at least two indicators).*

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?*
