SMART GOALS

Name: Date:

OVERVIEW

**Specific:** A specific objective has a much greater chance of being accomplished than a general objective. To set a specific objective you must answer the six “W” questions:

* Who is involved?
* What do I want to accomplish?
* Where will it happen?
* When will it happen by?
* Which requirements and constraints exist?
* Why do I want to accomplish this objective?

**Measurable:** Establish concrete criteria for measuring progress toward the attainment of each objective you set. To determine if your objective is measurable, ask questions such as:

* How much?
* How many?
* How will I know when it is accomplished?

**Attainable:** Identify and list out your objectives so you can make them happen or grow yourself to meet the requirements.

* What attitudes, abilities or skills need to be developed?
* What is the financial aspect of this goal?

**Relevant:** Goals that are relevant describe how your work fits in a larger context and makes a valued contribution to the team, the department, or our membership. They should answer these questions:

* Is the goal in alignment with department or team goals?
* Does the goal reflect the organization’s goals?
* Will this goal help improve the products or services we provide?

**Time-based:** An objective should be grounded within a time frame. With no time frame tied to it there’s no sense of urgency. When you anchor it within a time frame, “by May 1st”, then you’ve set your unconscious mind into motion to begin working on the objective.

YOUR SMART GOAL

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| GOAL:  |
| SPECIFIC: |  |
| MEASUREABLE: |  |
| ATTAINABLE: |  |
| RELEVANT: |  |
| TIME-BASED: |  |