

Setting “SMART” Goals



Goals are statements describing what you commit to accomplish within a set timeframe using set criteria, and can typically be divided into two types:

1. Professional – goals for the work/job you do, and
2. Developmental – goals for enhancing your knowledge, skills and abilities.

Goals are important because they –

- Set clear expectations of desired outcomes
- Help define and prioritize work
- Challenge individuals
- Upon completion, allow for a sense of accomplishment

Specific

- What is to be accomplished?
- Are all of the terms clearly defined?

Measurable

- How will the goal be measured?
- Are the measurement criteria clear?
- Can it be done in quantitative terms?
- Are there qualitative factors involved?
- How will success be judged?

Achievable

- Can the desired results be achieved?
- Are all of the necessary resources (human, financial, technical) available?
- Are there any possible barriers that need to be addressed?
- Is the outcome reasonable based on past experience?

Relevant

- Is it aligned with department and organizational goals?
- How is this goal affected by other competing priorities?
- Are there any conflicts involved?

Time-bound

- Has a specific time frame been identified?
- Is this time frame reasonable?
- Is there any flexibility allowed?
- Have other time-specific factors (such as cross-collaboration with other staff or departments) been accounted for?

Make your SMART goals **SMARTER** by –

Explaining the purpose of the goal and recognizing your staff when a goal is **Reached!!**