

FOCUSING ON SMART GOALS

<p>Specific</p>	<ul style="list-style-type: none"> • Easy to understand • Specifies desired future results • Identifies actions to be taken or results to be achieved that will contribute to the achievement of a larger objective within a specified period of time • Uses concrete action verbs
<p>Measurable</p>	<ul style="list-style-type: none"> • Describes how each goal will be measured (numeric or descriptive) • Answers the questions: <ul style="list-style-type: none"> ○ How will I know when the result has been achieved? ○ How will I verify the achievement/performance of this goal? ○ To what level do we need to achieve this result? • Identifies the qualitative factors involved and sets measures for them
<p>Achievable</p>	<ul style="list-style-type: none"> • The individual has the capabilities (skills, knowledge), tools, or resources to accomplish this goal • It is appropriate in scope • The goal is realistic even with all the other commitments within the unit • The goal is within the individual's/unit's/team's control and influence
<p>Relevant</p>	<ul style="list-style-type: none"> • The goal is in alignment with the mission of your department, unit, or work group • The goal relates to broader objectives that your department wishes to achieve
<p>Time framed</p>	<ul style="list-style-type: none"> • There is a specific time frame to achieve this goal (beginning and end date) • May include interim steps and a plan to monitor progress • May establish a time frame for short and long-term goals