

# Use SMART Goals to Build Goals

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## Benefits

Smart goals allow you to build clearly defined goals with ease.

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## Instructions

Use the following to guide for the creation of your SMART goals:

### Specific

- A clearly defined goal will provide a target and means of measurement.
- A specific goal has a much greater chance of being accomplished than a general goal.
- Avoid the general, "I want to be better at my job." Instead, say, "I want to make this much money or achieve this title." Indicate precisely what is to be done. Avoid vague alternatives.
- To set a specific goal you must answer the six "W" questions:  
**Who:** Who is involved?  
**What:** What do I want to accomplish? **Where:** Identify a location.  
**When:** Establish a time frame. **Which:** Identify requirements and constraints.  
**Why:** Specific reasons, purpose or benefits of accomplishing the goal.

### Measurable

- Establish concrete criteria for measuring results and progress (milestones) toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.
- To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished? What are milestones?

### Achievable

- Goals are different from a vision or dream. A vision or dream is about possibilities. Goals are about results.
- When setting goals, it is critical that we choose a direction that is doable.

Some goals may require a large stretch in our abilities, and others may not. Goals again are about results – not necessarily how you have grown, stretched, failed, or become a better human being – these are benefits that our goal achievement can provide.

- The real question is whether the goal is possible for you at this point in time.

### Relevant

- Goals/targets must be linked to department and organization targets and ultimately to the strategic plan of the organization.
- The goals must accomplish what is important to the job at hand.
- Goals must not duplicate other efforts.

### Time-bound

- Goals need to have a real target date for completion.
- Target dates help for a few different reasons.
  - 1) It helps to create a sense of urgency around the goal.
  - 2) It helps with setting priorities as we balance all the goals & activities we are working on.
  - 3) It is from a target date that effective milestones can be set.
  - 4) It allows for a greater sense of accomplishment and closure with goal success.

# Smart Goal Worksheet 1

## Specific Goal

No generalities, use action verbs.

## Measurable Outcome

Indications: Quality, quantity, timelessness, cost.

## Achievable

Stretch yourself so you feel challenged but make it also achievable within your realm of authority and capabilities.

## Relevant / Realistic

Can you realistically achieve the objectives with the resources available?

## Time Bound

When does the objective need to be completed?

# Smart Goal Worksheet 2

## Specific Goal

No generalities, use action verbs.

## Measurable Outcome

Indications: Quality, quantity, timelessness, cost.

## Achievable

Stretch yourself so you feel challenged but make it also achievable within your realm of authority and capabilities.

## Relevant / Realistic

Can you realistically achieve the objectives with the resources available?

## Time Bound

When does the objective need to be completed?

# Smart Goal Worksheet 3

## Specific Goal

No generalities, use action verbs.

## Measurable Outcome

Indications: Quality, quantity, timelessness, cost.

## Achievable

Stretch yourself so you feel challenged but make it also achievable within your realm of authority and capabilities.

## Relevant / Realistic

Can you realistically achieve the objectives with the resources available?

## Time Bound

When does the objective need to be completed?