

SMART Goals

A **S.M.A.R.T.** goal is defined as one that is **S**pecific, **M**easurable, **A**chievable, **R**esults-focused, and **T**ime-bound. The concept of writing S.M.A.R.T. goals is very important for accomplishing individual goals, which in turn are linked to department and University goals. It is also critical for ensuring good communication between employees and supervisors so there are no surprises during annual performance evaluations.

1. **Specific.** What will the goal accomplish? How and why will it be accomplished?
2. **Measurable.** How will you measure whether or not the goal has been reached (list at least two indicators)?
3. **Achievable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?
4. **Results-focused.** What is the reason, purpose, or benefit of accomplishing the goal? What is the result (not activities leading up to the result) of the goal?
5. **Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?

S.M.A.R.T. Goal Questionnaire

Goal: _____

1. **Specific.** What will the goal accomplish? How and why will it be accomplished?

2. **Measurable.** How will you measure whether or not the goal has been reached (list at least two indicators)?

3. **Attainable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

4. **Results-focused.** What is the reason, purpose, or benefit of accomplishing the goal? What is the result (not activities leading up to the result) of the goal?

5. **Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?
