

# Setting “SMART” Goals

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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?

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Make your SMART goals **SMARTER** by –

**Extending capabilities** (to learn something new) so you feel **Rewarded!**