

# Writing S.M.A.R.T Goals

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SPECIFIC, MEASURABLE, ACHIEVABLE, REALISTIC, TIMELY



# S.M.A.R.T Worksheet

1<sup>st</sup> Write original goal

2<sup>nd</sup> suggest fix

3<sup>rd</sup> SMART Goal Example

<u>S</u>	<b>Specific</b>	The goal clearly defines the outcomes to be delivered, with any necessary interpretation agreed upon by the employee and manager in advance.
<u>M</u>	<b>Measurable</b>	The achievement of the goal can be objectively assessed according to a per-determined and applicable measurement.
<u>A</u>	<b>Attainable</b>	The employee has the resources, time, and access to people, data, etc., to allow him or her to achieve the goal.
<u>R</u>	<b>Relevant</b>	The goal addresses work and results that clearly align with the goals of the team, the department or division, and the organization as a whole.
<u>T</u>	<b>Timely</b>	The goal clearly specifies a delivery date or schedule.

Worksheet for S.M.A.R.T Goals

Original goal	What is missing? (provide suggested fix if, <u>no.</u> )	Final Goal
	<ul style="list-style-type: none"> <li>○ Specific</li> <li>○ Measurable</li> <li>○ Attainable</li> <li>○ Relevant</li> <li>○ Timely</li> </ul>	
	<ul style="list-style-type: none"> <li>○ Specific</li> <li>○ Measurable</li> <li>○ Attainable</li> <li>○ Relevant</li> <li>○ Timely</li> </ul>	

# Example of Measurable Goal

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## ORIGINAL GOAL

The goal is to collect children books for the new mobile library, in order; to enhance cultural awareness, acceptance and language arts.

## WHAT IS MISSING

500 books

# Measurable Final Goal

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THE GOAL IS TO COLLECT 500 CHILDREN BOOKS FOR THE NEW MOBILE LIBRARY, IN ORDER; TO ENHANCE CULTURAL AWARENESS, ACCEPTANCE AND LANGUAGE ARTS.

PROCEED TO NEXT ACRONYM A

# Conclusion

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- The goals can be used to develop objectives
- The goals can be used to develop expected outcomes
- The goals can be used for annual planning
- The goals can be used to evaluate impact

# Work Cited

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Oracle. (2012). *Goal setting: a fresh perspective*. Retrieved November 7, 2016, from <http://www.oracle.com/us/media1/goal-setting-fresh-perspective-ee1679275.pdf>