**SMART Goals**

**What is a SMART Goal?**

**SMART Goals are:**

**Specific:** Is the goal detailed enough that someone who isn’t a part of our team would know what needs to be done and how?

**Measurable:** Is there a clear way to measure success? How will you know when you’ve reached your goal?

**Actionable:** Is there a clear series of steps to take to accomplish your goal?

**Realistic:** Is it possible to reach this goal considering the resources available to your team?

**Time Bound:** When will the goal be accomplished?

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**A Sample SMART Goal:** Penn State University will reduce its green house gas emissions by 17.5% by June 30, 2012 below 2005/2006 levels by purchasing renewable energy credits, and reducing energy consumption through Continuous Commissioning, Energy Savings Program, and Energy Conservation Measures.

This goal is **specific** since it is clear what needs to be done to reach the goal. You don’t have to be part of the team to understand this goal.

This goal is **measurable** because it defines success as reducing emissions by 17.5% over 05/06 levels.

This goal is **actionable** since it implies a clear series of steps: Purchase energy credits, conduct Continuous Commissioning, implement ESP, adopt ESM.

This goal is **realistic** because it implies a clear series of steps: Purchase energy credits, Continuing Commission, ESP, ESM.

This goal is **time bound** because it describes when the goal needs to be complete.
“SMART” GOALS WORKSHEET
Specific—Measurable—Actionable—Realistic—Time Bound

1. Choose the priority area in which your unit is most uniquely positioned to make a contribution to the priority.

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Leadership</th>
<th>Communication</th>
<th>Funding Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero Waste</td>
<td>Resource Reduction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Use the table below to help you focus in on your goal. Refer back to page one for leading questions and an example.

<table>
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<tr>
<th>Specific</th>
<th>Measurable</th>
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<th>Time Bound</th>
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</table>

3. Use the model goal statement below to help you write your unit’s smart goal for each of the selected priority areas.

**Model statement:** To (action verb)(single key result) by (target date) through (steps)

**Goal:**