

SMART Goals

What is a SMART Goal?

SMART Goals are:

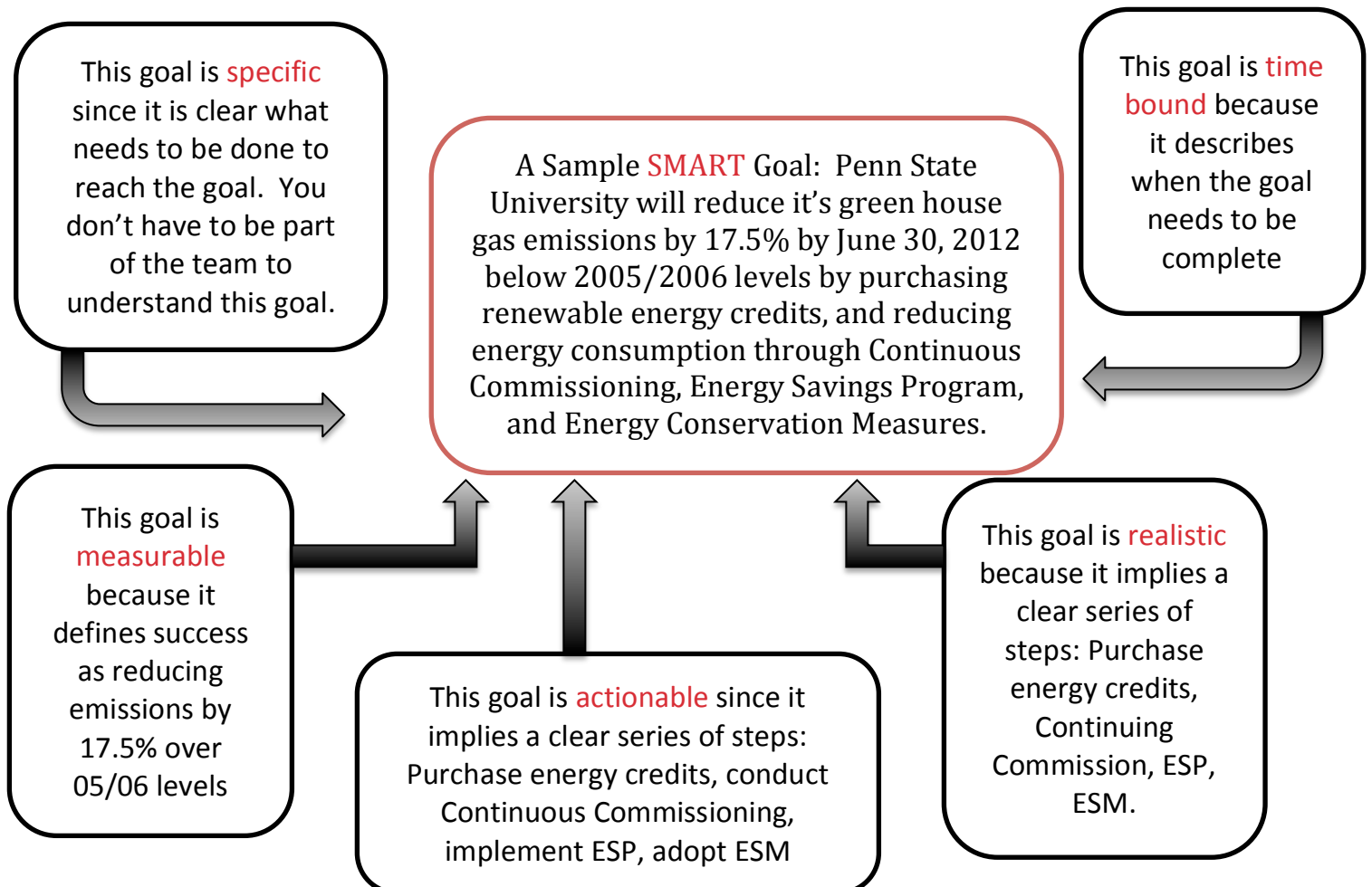
Specific: Is the goal detailed enough that someone who isn't a part of our team would know what needs to be done and how?

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?



“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.

Engagement Leadership Communication Funding Strategies
Zero Waste Resource Reduction

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

Specific	
Measurable	
Actionable	
Realistic	
Time Bound	

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: