

INTRODUCTION TO SMART GOALS

Worksheet

A SMART goal is a goal that is specific, measurable, attainable, relevant, and time-based. In other words, **a goal that is very clear and easily understood.**

SPECIFIC

The goal must clearly state **what** is to be achieved, by **whom**, **where** and **when** it is to be achieved. Sometimes it may even state why that goal is important.

Not all of these questions will apply to every goal, but it is important to ask all the questions in order to assess how specific your goal is and make it as clear as possible.

MEASURABLE

Measurability applies to both the end result and the milestones along the way to attaining a goal. It answers the question of quantity – how much, how often, how many? The milestones are signs along the way that will tell you that you are on the right track to achieving your goal.

It has been said that what cannot be measured cannot be managed. This is often true when it comes to goals. Sometimes it is difficult to measure a goal, but at such times there is usually an indirect measure that can be applied.

ATTAINABLE

You should ensure that the goals you set are achievable.

You must believe that you can manage to do what you are setting out to do. If you set goals that are unbelievable even to yourself it is very unlikely you will achieve them.

If the people for whom the goals are being set do not believe they are attainable, it is unlikely they will work wholeheartedly towards achieving them.

RELEVANT

Your goals must be relevant to what you want to achieve in the short term and the long term.

Understanding your organizational or personal vision, mission and purpose is critical in this respect.

TIME-BASED

Putting a time frame on your goals, as well as check-in points (so smaller interim goals) helps with accountability.

Goal:

| | | |
|-----------------|--|--|
| Specific | List specific actions necessary to achieve this goal. | |
| Measurable | Explain why this number or value is important, and what you will use it. | |
| Action-oriented | List the group members responsible for each action. | |
| Realistic | List some potential obstacles and the resources you'll need. | |
| Timed-Based | Draft a schedule: which actions are needed by when? | |

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