SMART Goal Setting Guide Sheet

Following are criteria for creating an effective goal. The SMART acronym can help you create effective goals.

Specific: The goal should identify a specific action or event that will take place.

Measurable: The goal and its benefits should be quantifiable.

Attainable: The goal should be attainable given available resources.

Realistic: The goal should require you to stretch some, but allow the likelihood of success.

Timely: The goal should state the time period in which it will be accomplished.

Writing an Effective Goal Statement

Rules:

1. Use clear, specific language.
2. Start your goal statement with "To" + a verb.
3. Write your goal statement using SMART Goal Criteria.
4. Avoid using negative language. Think positive!

An example of a goal statement:

- *To revise department policies to improve institutional compliance for year 2016.*

Notice how the above example begins with the word "To," includes the verb "revise," and tells what (department policies), why (improve institutional compliance) and when (2016).

Activity

Use this worksheet to identify the specific SMART criteria you will use to write your goal statement.

What is your basic goal? _____

1. Is it **specific?** (Who? What? Where? When? Why?)

2. Is it **measurable?** How will I measure progress? (How many? How much?)

3. Is it **attainable?** (Can this really happen? Attainable with enough effort? What steps are involved?)

4. Is it **realistic?** (What knowledge, skills, and abilities are necessary to reach this goal?)

5. Is it **time bound?** (Can I set fixed deadlines? What are the deadlines?)