

Smart Goal Setting Process

Your Name: _____ Date _____

Goal Name: _____

Goal Definition: _____

Specific: Clearly defined, understood by all who need to understand, established by the person responsible for its achievement, contains key tasks, and involves active participation. Answers: What? How? Who?

Measurable: Can be verified and measured, look of results are clear and may not be numbers, percentage of increase/decrease, include work outcomes such as time, money and physical units. Answers: What is success?

Attainable: Challenging yet reachable, A stretch, a risk of not succeeding is involved, realistic, perception dependant. Answers: How it can be done?

Results Oriented: Does it make an impact, is it compelling, what feedback is needed along the way to recognize progress. Answers: why it matters?

Time Bound: Not open ended, does have a completion date, is important but not urgent, may have intermediate milestones, deadline is carefully set versus arbitrarily chosen. Answers: By when?

Considerations . . .

Necessary resources: _____

Goal completion barriers: _____

Key players: _____

First steps: _____