

## 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: \_\_\_\_\_