

HOW TO WRITE SMART GOALS

What is a SMART Goal?

A SMART goal is a goal that is specific, measurable, attainable, relevant and time-framed.

Specific	A SMART goal describes an observable action or behaviour, using action verbs. It answers the question, "What has to be done?"
Measurable	It defines the end result in qualitative or quantitative terms. For example: quantities, frequencies, error rates, etc.
Attainable	Employees can be expected to achieve their SMART goals provided they have the required skills and resources.
Relevant	A SMART goal is relevant to the individual's responsibilities, department goals and University strategic goals.
Time-framed	SMART goals have specific target dates, frequencies and deadlines.



Smart Goals Answer Specific Questions:

1. What action do I need to take?

What is the specific action to be taken in order to achieve the SMART goal?

2. To what extent is the action to be taken?

How often? How much? When? With whom?

3. For what results?

What impact will achieving the SMART goal have in relation to your department's objectives and the University's long-range planning goals?