**SMART Goals**

A goal is written to describe how results are to be obtained, how results will be measured and when the work will be done. The best goals are SMART!

**S – Specific**

• Concrete

• Action verb

**M – Measurable**

Keeps the team informed about where it stands throughout the process.

• Quantity: how many, rate or volume

• Quality: how well, level of accuracy, completeness

• Cost: how much or cost limits within which employee must work

• Timeliness: when must be completed

**A – Achievable**

• “Stretch” but feasible

• Sufficiently limited in scope

• Within employee’s control and influence

**R – Results-Focused**

• Measures actual outputs or results, not activities

• Results include: products, deliverables, accomplishments

**T – Time-Bound**

• Set time frames, target dates

• Interim steps, plan to monitor progress

**EXAMPLE:**

A NOT so S.M.A.R.T. Goal: To lose weight this year

A S.M.A.R.T. Goal: To lose 30 pounds by June 15 so that I can wear a size 39 suit to my 20th high school reunion.