

# 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.*

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

# SMART GOAL ASSESSMENT TOOL

*Instructions: Use the following list of questions to determine if the SMART performance goals you have developed are **specific, measurable, attainable, relevant, and time-framed**.*

## **SPECIFIC**

**What makes this particular goal specific?**

- ☐ Clearly stated
- ☐ Describing a function to be performed
- ☐ Uses action verbs to describe what has to be done

## **MEASURABLE**

**How is this goal measurable?**

- ☐ It is quantifiable
- ☐ Limits and parameters are defined
- ☐ Results are observable

## **ATTAINABLE**

**How is the goal within reach?**

- ☐ There is the required degree of experience
- ☐ The necessary skills and knowledge are present
- ☐ The resources to carry the work out are available

## **RELEVANT**

**How do you know this goal is relevant to the work to be done?**

- ☐ It has a clear link to University and department goals
- ☐ It is clearly linked to your key job tasks
- ☐ It will help you achieve development objectives/career plans

## **TIMEFRAME**

**What timeframes have been set for the completion of this goal?**

- ☐ It has a clearly defined completion date
- ☐ There is a clearly defined duration to the goal
- ☐ The frequency with which work must be performed is clearly defined