**Developing SMART Goals**

SMART goals can help you better process and organize any big projects, ideas, or new goals you want to achieve!

**Specific**

Goals should be simplistically written and clearly define what you are going to do. Consider the following:

* Who – Consider who needs to be involved to achieve the goal.
* What – Think about exactly what you are trying to accomplish.
* Where – This question may not always apply, especially if you’re setting personal goals, but if there’s a location or relevant event, identify it here.
* Why – What is the reason for the goal?

**Measurable**

Goals should be measurable so that you have tangible evidence that you have accomplished the goal. What metrics are you going to use to determine if you meet the goal? If it’s a project that’s going to take a few months to complete, then set some milestones by considering specific tasks to accomplish.

**Attainable**

Goals should be attainable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal. You can meet most any goal when you plan your steps wisely and establish a timeframe that allows you to carry out those steps.

The goal is meant to inspire motivation, not discouragement. Think about how to accomplish the goal and if you have the tools/skills needed. If you don’t currently possess those tools/skills, consider what it would take to attain them.

**Relevant/Results-focused**

Goals should measure outcomes, not activities.

Relevance refers to focusing on something that makes sense with the broader goals and mission of your organization.

**Time-based**

Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

**SMART Goal Questionnaire**

**Goal:**

1. Specific. What will the goal accomplish? How and why will it be accomplished?

2. Measurable. How will you measure whether or not the goal has been reached (list at

least two indicators)?

3. Attainable. Is it possible? Have others done it successfully? Do you have the

necessary knowledge, skills, abilities, and resources to accomplish the goal?

4. Relevant/Results-focused. What is the reason, purpose, or benefit of accomplishing

the goal? What is the result (not activities leading up to the result) of the goal?

5. Time-based. What is the established completion date and does that completion date

create a practical sense of urgency?

**Revised Goal:**

Take all the information above and combine it into a revised SMART goal!