

SMART Goals

Consider the following questions when writing your SMART goal:

Specific

- Does the goal focus on a particular area?
- Is the goal written simply and clearly so that it is easily understood?
- Does it tell me what, how or why the goal will be accomplished?

Measureable

- Can progress or the final result be measured?
- Is the unit of measurement identified?

Aligned

- Does this goal relate to my job description or my competencies?
- Does it support my overall goal at the university?

Realistic

- Have I (or others) tried before to accomplish this goal?
- If so and failed, can it be accomplished now?
- If not, are there known obstacles?

Timely

- Does the goal have a timeline?
- Can progress be monitored if needed?
- Does the goal have a deadline by which it must be completed?

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