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?