

## Setting “SMAART Goals”

The popular acronym, “SMAART,” used for setting goals stands for “Specific, Measurable, Aggressive yet Achievable, Relevant, and Time-bound.” When goals are set keeping this acronym in mind, greater outcomes are reached rather than activities simply being practiced. Please refer to the worksheet below to help you set your own SMAART goals.

**Specific:** Specific goals are clear and concise and answer the questions “at what? for whom? by how much?” A specific result (or outcome) should be stated and an action verb should be included.

**Measurable:** At the very least goals must be *assessable*. The measure may be objective or subjective, just as long as an effort can be made to evaluate the progress completed on achieving the goal.

Examples of ways to measure a goal are quantifiable measures (how much? what percentage? usually a number), qualifiable measures (customer satisfaction ratings, etc.), and time (how long it takes to complete something).

**Aggressive yet Achievable:** Aggressive goals push us to achieve higher than we might have had we not set such an aggressive goal. That being said, to an extent, goals must still be believable and realistic. Most individuals can do one really new thing over a short period of time, but most people cannot do several new tasks well over a short period time. What this means for you is to not take on so many lofty goals at once that you are unable to complete or perform any of them well. You should ask yourself how new this goal is to you, how often it must be done, and over what period of time it is realistic to complete it in.

**Relevant:** The goal should pertain directly to the performance challenges you will confront in your job.

**Time-bound:** The goal must clearly answer the question “by when?”