

SMART Goals Quick sheet

S

A SMART goal describes an observable action or behaviour. It specifically describes what will be done.

M

Concrete criteria are established for measuring progress toward the attainment of the goal. The end result is described in measurable qualitative or quantitative terms.

A

SMART goals need to be aligned with the institutional strategic plan and Departmental goals.

R

To be realistic, a SMART goal must represent an objective toward which the individual is both willing and able to work. This does not imply that the goal must be easy. Rather, the goal must be one that individual has the capability to achieve.

T

A timeframe must be set of achievement of the goal (or milestone toward the goal). Putting an end point on the goal provides a clear target to work towards. Without a time limit, there may be no urgency to start taking action now.

Name:	Date:	Target Date:
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Goal/Objective:

S	<ul style="list-style-type: none">• What do you want to accomplish?• Provide details about the observable action or behaviour you want to accomplish:
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M	<ul style="list-style-type: none">• How will you know when you have reached your goal?• How will you measure the progress of your goal?
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A	<ul style="list-style-type: none">• Can TRU and your department support your goal?• How does this fit with your departmental goals?• Is this goal realistic when considering your workload?
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R	<ul style="list-style-type: none">• Does your skill level match the complexity of the objective/goal?• Does your goal offer a challenge, but is still achievable?
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T	<ul style="list-style-type: none">• When will you achieve your goal?• Is this timeframe realistic and attainable?
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