



GOAL SETTING

SMART Goals

How to capture your goals in a SMART way? When crafting them make sure you use your SMART goals check list!

OBJECTIVE

Specific

- Does the goal clearly define expectations in terms of actions and outcomes? What exactly will be done/delivered/actioned?



Measurable

- What is the expected outcome?
- Does the goal define specific metrics (quantity, quality, cost, etc.) that can be objectively measured? What data source will be utilised to gain the information?



Achievable

- Is the goal challenging but reasonable?
- Does the employee have the skills and experience necessary to achieve the goal?
- Is achievement of the goal within the employee's control?
- Can the employee reasonably be expected to successfully complete the number of goals assigned?



Relevant

- Is the scope of the goals appropriate to the employee's job responsibilities and level?
- Does the goal clearly connect to divisional and/or functional goals?
- Does the employee understand how their goal contributes to the company's goals and/or their personal growth?



Time-bound

- Does the goal specify a date or set a period of time by which the goal must be completed.

