

GOAL SETTING

SMART Goals







Driving High
Performance



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

OBJECTIVE

Specific	<ul style="list-style-type: none">Does the goal clearly define expectations in terms of actions and outcomes? What exactly will be done/delivered/actioned?	
Measurable	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Does the goal specify a date or set a period of time by which the goal must be completed.	