HOW TO WRITE SMART GOALS

What is a SMART Goal?

A SMART goal is a goal that is specific, measurable, attainable, relevant and time-framed.

Specific   A SMART goal describes an observable action or behaviour, using action verbs. It answers the question, "What has to be done?"

Measurable   It defines the end result in qualitative or quantitative terms. For example: quantities, frequencies, error rates, etc.

Attainable   Employees can be expected to achieve their SMART goals provided they have the required skills and resources.

Relevant   A SMART goal is relevant to the individual's responsibilities, department goals and University strategic goals.

Time-framed   SMART goals have specific target dates, frequencies and deadlines.

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Smart Goals Answer Specific Questions:

1.   **What action do I need to take?**

   What is the specific action to be taken in order to achieve the SMART goal?

2.   **To what extent is the action to be taken?**

   How often? How much? When? With whom?

3.   **For what results?**

   What impact will achieving the SMART goal have in relation to your department's objectives and the University's long-range planning goals?

PPR
Performance Review & Planning

SMART GOAL ASSESSMENT TOOL

*Instructions: Use the following list of questions to determine if the SMART performance goals you have developed are **specific, measurable, attainable, relevant, and time-framed.***

SPECIFIC
What makes this particular goal specific?
❏ Clearly stated
❏ Describing a function to be performed
❏ Uses action verbs to describe what has to be done

MEASURABLE
How is this goal measurable?
❏ It is quantifiable
❏ Limits and parameters are defined
❏ Results are observable

ATTAINABLE
How is the goal within reach?
❏ There is the required degree of experience
❏ The necessary skills and knowledge are present
❏ The resources to carry the work out are available

RELEVANT
How do you know this goal is relevant to the work to be done?
❏ It has a clear link to University and department goals
❏ It is clearly linked to your key job tasks
❏ It will help you achieve development objectives/career plans

TIMEFRAME
What timeframes have been set for the completion of this goal?
❏ It has a clearly defined completion date
❏ There is a clearly defined duration to the goal
❏ The frequency with which work must be performed is clearly defined