

SMART GOALS

Effective goals are expressed in clear, unmistakable terms. Use the SMART acronym to check whether your goals are clearly stated.



SPECIFIC

Clearly defines what will be accomplished



MEASURABLE

Gauges success using quantitative or qualitative measures



ACTION-ORIENTED

Identifies concrete behaviors or processes



REALISTIC

Can be achieved given existing constraints, such as time and resources



TIME-LIMITED

Will be accomplished within a specific time frame