

# SMART Goal Setting

Clear, well written-out goals are critical to an employee's success, as well as the university's. All goals should be **SMART – Specific, Measurable, Achievable, Relevant, and Time-bound**. Follow the outline below to help construct your own SMART goals. The SMART method is designed to help you foster a clear understanding of what needs to happen in order to achieve your goal.



S

SPECIFIC

What do you want to achieve? Be precise.



M

MEASURABLE

How will success be measured? What milestones will need to be hit along the way?



A

ACHIEVABLE

Is this goal realistic with effort and commitment? What support will be needed to make sure the goal is achieved?



R

RELEVANT

What makes this goal worthwhile? Is the goal in line with team/department/university objectives?



T

TIME-BOUND

What is the target date for this goal to be achieved?

**Goal Statement:**