

Crafting Your S.M.A.R.T. Goal Statements

Setting goals helps you identify what you want to achieve. Crafting S.M.A.R.T. goals will help you ensure that your goals are both realistic and ambitious, and that you consider all the relevant details that will help to ensure the successful fruition of your goals.

Take time to thoughtfully complete the questions below. Each question is designed to give you greater clarity around what you wish to accomplish and what will allow you to achieve your goal.

Initial Goal

Write the goal you have in mind.

Specific

What do you want to accomplish? Who needs to be included? When do they need this by? Why should achieving this outcome be prioritized?

Measureable

How can you measure progress? How will you know if you've successfully met your goal?

Achievable

Do you have the skills required to achieve this goal? If not, can you obtain them? What resources do you need to accomplish this goal? Do you have access to these resources? If not, can you improvise? What is the motivation that's driving this goal? Is the amount of effort required on par with what the goal will achieve?

Relevant

Why should you set this goal now? Is this goal aligned with the overall objectives of your team, department, and/or organization?

Time-bound

What is the deadline? Is this timeline realistic?

S.M.A.R.T Goal

Review your responses to the questions above and use this information to craft a new S.M.A.R.T. goal statement below.

Note: When writing your S.M.A.R.T. goals, provide evidence of forward motion and progress towards the outcome.

Sample language:

- **Increase** (funding, engagement, effectiveness)
- **Provide** (research, service, analysis)
- **Improve** (efficiency, transparency, communication)
- **Decrease** (expenses, inefficiency, costs)
- **Save** (time, resources, energy)

Break Your Goals Into Actionable Tasks

Identify the specific tasks associated with each of your goals and describe the timeframe, resources, milestones, and measurable results for each.

Finalized S.M.A.R.T Goal:

(Re-type goal here)

Task #1:

Timeframe	Resources	Milestones	Measureable Results

Task #2:

Timeframe	Resources	Milestones	Measureable Results

Task #3:

Timeframe	Resources	Milestones	Measureable Results