

SMART Goals

Goal Sources

- Organization's mission, strategic plan or code of conduct
- School, division or department plans, strategies or values
- Job description and/or critical job responsibilities
- Comments and suggestions from previous feedback meetings
- Your supervisors' objectives
- Discussions with colleagues, managers or stakeholders

S-Action Verbs

Oversee	Update	Write
Coordinate	Upgrade	Process
Supervise	Develop	Provide
Manage	Create	Maintain
Plan	Implement	Reconcile
Support	Evaluate	Direct
Transition	Produce	Administer

Steps to Create a SMART Goal

1. Think about your job and the broad areas or "buckets" of responsibility.
2. Too many goals are not good. Aim for 3-5 areas to focus on.
3. Develop a goal statement for each bucket.
4. To get the scope right, focus on end results, not tasks.
5. Goals should be ongoing job responsibilities, new projects, assignments, priorities or initiatives.
6. Goals shouldn't be too easy, but stretch you to achieve.