Writing SMART Goals

Employee Goals

Previous Year's Goals will pre-populate on the online form.

Next Year's Goals that align with department and organizational missions and goals. These goals are drafted by the employee and then the supervisor discusses the draft with the employee for alignment.

Professional Development Goals focus on personal efforts designed to reach career goals. These goals are drafted by the employee and then the supervisor discusses the draft with the employee for alignment.

Writing SMART Goals

SMART goals offer a framework for setting effective and achievable goals. When writing SMART goals, make sure to consider each of these elements.

Specific

Clearly define what you want to achieve. Be specific about the desired outcome, who is involved, and what resources or challenges are involved. Answer the questions: Who? What? When? Why?

Measurable

Establish criteria or metrics to track progress and determine when the goal is achieved.

Achievable

Consider the available resources, skills, and knowledge necessary to accomplish the goal. Make sure your goal is realistic and attainable; avoid setting goals that are beyond your control.

Relevant

Make sure the goal aligns with the organizational, department, or unit goals. It should be relevant to your broader aspirations and contribute to your personal or professional growth.

Timely

Set a specific timeframe or deadline for achieving your goal to help you stay focused and motivated. Be realistic in determining the time required to accomplish the goal, factoring in current time constraints.

By following this framework, you will increase your chances of success and effectively track your progress along the way. To write a **SMART** goal, follow this structure:

"I will [*specific action verb*] [*specific goal*] by [*specific measurement*] within [*specific time frame*] by [*specific steps or strategies*]."

Examples of SMART Goals

"I will complete three online courses related to project management within the next year to strengthen my abilities in planning, organizing, and executing complex projects."

"I will attend a leadership workshop within the next six months to enhance my skills in team management and decision-making."

"I will develop my public speaking skills by enrolling in a public speaking course and delivering at least three presentations to internal and external audiences within the next year."

"I will improve customer satisfaction ratings by 10% with the next quarter by implementing proactive communication strategies, resolving customer inquiries within 24 hours, and conducting customer satisfaction surveys."