

## S.M.A.R.T. Goals

Goals should be written using “SMART” criteria:

**Specific**

**Measurable**

**Attainable**

**Relevant**

**Time-bound**

### ***Specific***

What will be accomplished?

The goal must state in clear terms what action, result or behavior will be demonstrated or achieved.

### ***Measurable***

How will you know if you have achieved the goal?

The goal must include how much and/or how well that action, result, or behavior is to be demonstrated or achieved.

If the goal is not measurable, you will have no way to know whether or not you have succeeded in reaching it. To be measurable, state the goal in action terms.

### ***Attainable***

Is it achievable?

Goals should be challenging, but not burdensome or impossible to achieve. They must be attainable, but still provide a stretch.

### ***Relevant***

Is the goal important? Is it aligned with the agency’s needs?

Goals must be aligned with the agency’s strategies and goals. Their accomplishment must make a difference.

### ***Time-bound***

When must it be done?

Goals must state a limit or deadline by which the goal is to be achieved.

The **SMART** model of goal setting will ensure that the goals you and your manager establish are effective and meaningful, to you and your agency.

## Example of a SMART Goal

Goal: On average, John will perform 12 engine tune-ups per month on state-owned vehicles following the steps in Technical Manual 001, Engine Tune-ups. John's progress will be reviewed toward this goal by reviewing the vehicle maintenance log on a quarterly basis, placing a particular emphasis on the review period on 3/31/09.

To determine if this goal is **SMART**, answer these questions:

- Is the goal **Specific**?
  - Yes, the goal specifies *WHAT* is to be accomplished (on average, perform 12 engine tune-ups per month on state-owned vehicles following the steps in the Technical Manual 001, Engine Tune-ups).
- Is the goal **Measurable**?
  - Yes, the goal explains *HOW MANY* and *WHEN* progress is to be measured (12 tune-ups per month; measured by a quarterly review of vehicle maintenance log).
- Is the goal **Attainable**?
  - Yes, based on experience, the number of tune-ups per month is reasonable.
- Is the goal **Relevant**?
  - Yes, the accomplishment of this goal supports the agency's goals and mission.
- Is the goal **Time-Bound**?
  - Yes, the goal specifies *WHEN* the results must be achieved (Review of progress on a quarterly basis).