

Setting and Accomplishing SMART Goals

One of the most impactful aspects of Performance Management is that it ensures that everyone is working on the right things; individuals' goals are aligned with and support agency goals and strategic plans. To do this, goals must be written effectively.

To ensure that your goals are effective, use the SMART model for goal writing.

Specific
Measurable
Attainable
Relevant
Time-bound

<i>Specific</i>	What will be accomplished? The goal must state in clear terms what action, result or behavior will be demonstrated or achieved.
<i>Measurable</i>	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.
<i>Attainable</i>	Is it achievable? Goals should be challenging, but not burdensome or impossible to achieve. They must be attainable, but still provide a stretch.
<i>Relevant</i>	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.
<i>Time-bound</i>	When must it be done? Goals must state a limit or deadline by which the goal is to be achieved.

Incorporating the SMART characteristics will ensure that the goals you and your manager establish are effective and meaningful, to you and your agency.

How SMART Are My Performance Goals?*

Objective: _____

To determine the “SMART-ness” of your goals, ask yourself the following questions:

Specific *What action, result, or behavior is to be demonstrated or achieved?*

If you have not listed a specific action, result or behavior to be accomplished, your goal will not be effective. Rewrite your goal to include a specific action to be accomplished.

Measurable *How will my result(s) be measured?*

If you have no way of measuring your success in accomplishing your goal, it isn't SMART. You need to rethink and rewrite your goal in measurable terms.

Attainable *Is the accomplishment of this goal “impossible” for me to achieve?*

If your goal is impossible to achieve, you are setting yourself and your agency up for failure. Rewrite your goal so that you have to “stretch” to reach it, but it can realistically be accomplished in the upcoming year. Remember: success breeds success.

Does this goal provide a challenge for me?

If your goal does not challenge you, you will not grow personally or professionally. If you feel that you are not challenged by your goal, rewrite it so that you have to “stretch” to meet it, but it can realistically be accomplished in the upcoming year.

Is the accomplishment of this goal possible given the resources and personnel available?

Although your goal might be realistic in terms of your capabilities, it might not be possible given resources that are available to you. If this is the case, consider what resources you will have available during the upcoming year and then rewrite your goal with those in mind.

Relevant

How does the accomplishment of this goal align with and support my agency's strategies and/or goals?

If your actions don't support your agency's strategies and goals, you need to rethink what needs to be accomplished in the upcoming year.

Time-Bound

When must the goal be accomplished?

You must set a deadline by which time your goal will be reached. If you do not do this, you will never be able to measure the accomplishment of your goal. If your goal does not have a deadline associated with it, rewrite it so it does.

* Make copies of this sheet and complete for each of your goals.