

## SMART GOALS – TEMPLATE

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SMART goals help improve achievement and success. A SMART goal clarifies exactly what is expected and the measures used to determine if the goal is achieved and successfully completed.

**A SMART goal is:**

**Specific (and strategic):** Linked to position/classification, departmental goals/mission, and/or overall Child Support program goals, strategic and performance plans. Answers the question—Who? and What?

**Measurable:** The success toward meeting the goal can be measured. Answers the question—How?

**Attainable:** Goals are realistic and can be achieved in a specific amount of time and are reasonable.

**Relevant (results oriented):** The goals are aligned with current tasks and projects and focus in one defined area; include the expected result.

**Time framed:** Goals have a clearly defined time-frame including a target or deadline date.

*Examples:*

Not a SMART goal:

- Employee will improve their writing skills.

*Does not identify a measurement or time frame, nor identify why the improvement is needed or how it will be used.*

SMART goal:

- The Department has identified a goal to improve organizational communication by implementing an internal departmental newsletter. Elaine will complete a business writing course by January 2017 and will publish the first monthly newsletter by March 2017. Elaine will gather input and/or articles from others in the department and draft the newsletter for management review, and when approved by the manager, distribute the newsletter to staff by the 15<sup>th</sup> of each month.

## SMART Goal Planning Form

Specific – WHO? WHAT?

Measurement/Assessment – HOW?

Attainable/Achieve – REASONABLE?

Relevant – EXPECTED RESULT?

By

Timed – WHEN?