SMART GOALS  The year-long process...

Why are goals important?
- Keep me focused in the right direction
- Effective tool for measuring progress
- Provide a means for consistent improvement
- Build a good relationship with my supervisor

S – Specific (Are there enough details that I understand what is really desired? Is the wording clear? Have my supervisor and I discussed these to ensure we both have the same understanding?)

M – Measurable (Am I progressing? How do I know? Use amounts/quantities, dates, periods of time; if it’s observable, it’s measurable)

A – Attainable (Are they achievable? Do I have the right skills and knowledge? Are they realistic? Are they a stretch for me?)

R – Relevant (What is the purpose? Is this related to my job?)

T – Time-bound (What is a reasonable time frame in which I can complete this goal? Keep the goals visible in order to remember.)

Examples:

Poor: Evaluate and improve internal processes for better service to employees.
Better: By December 15, develop a recommendation to reduce by 10% on the spring 2015 survey results the employee complaints about rudeness and lack of knowledge from the HR Department.

Poor: Change paper handouts to electronic ones.
Better: Convert by January 6, 2015, the paper handouts of fall 2015 class registration deadlines to organized pdf files accessible on the Academic Advising website with a maximum of 2 clicks.

Poor: Get your anger under control.
Better: Complete anger management training or counseling and implement the techniques by October 15, 2015.

Poor: Learn to create graphs in Excel.
Better: Complete Excel training by February 28, 2015, that enables you to create various types of graphs depicting the metrics reported monthly to the VP of our department.

Poor: Play a key role in the transition to the new system.
Better: By November 1, create a project checklist for all tasks to be completed by the department to convert to system XYZ.