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 2017 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, 2017, the paper handouts of fall 2016 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, 2016.

- Poor: Learn to create graphs in Excel.
- Better: Complete Excel training by February 28, 2016, 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.