

Creating SMART Goals

Why are goals important?

- Keep me focused in the right direction
- Effective tool for measuring progress
- Provide a means for continual improvement

A SMART goal is ...

- ❖ **S – Specific**: Have I provided enough detail to understand what is expected? Is the wording clear? Have my supervisor and I discussed the description to ensure we both have the same understanding?
- ❖ **M – Measurable**: Am I progressing? How do I know? Use amounts/quantities and deadlines.
- ❖ **A – Attainable**: Is it achievable? Do I have the right skills and knowledge or access to resources? Is it realistic? Is it a stretch for me?
- ❖ **R – Relevant**: What is the purpose? Is this goal related to my job, the college, or our students?
- ❖ **T – Time-bound**: What is a reasonable time frame in which I can complete this goal?

Examples:

- ❖ Poor: Learn to create graphs in Excel.
- ❖ Better: Complete Excel training that enables me to create various types of graphs to enhance PowerPoint presentations.
- ❖ Best: Complete Excel training by August 31, 2019 that enables me to create pie charts and bar and line graphs to enhance PowerPoint presentations for the Executive Leadership Team.

- ❖ Poor: Volunteer at campus events.
- ❖ Better: By November 1, 2019, volunteer six hours at campus events.
- ❖ Best: By November 1, 2019, volunteer three hours to assist with event setup at All College Day and volunteer three hours to assist with vendor check-in at the Plano Balloon Festival.

Worksheet for Goal Setting

SMART Goals

Specific - Measurable - Achievable - Relevant - Time-Bound

Goal Title: _____

Goal Description: _____

Start Date: ____/____/____ End Date: ____/____/____

Perspective (circle one): Staff - Department Initiative

Staff - Identifies with Collin College Core Values

Staff - Job-Specific Goal

Attachments? _____

Tasks?

Description: _____

Start Date: ____/____/____ End Date: ____/____/____

Targets?

Type (circle one): Currency
Percentage
Integer
Number
Hours
Days
Years

Start Value: _____ End Value: _____