SMART Goal Template

A SMART goal meets the criteria of the terms of the acronym SMART: Specific, Measurable, Attainable, Relevant, and Time Bound.

Acronym	Description	Developing SMART Goals
S	**Specific**	Goals are clear, detailed and unambiguous. A specific goal will usually answer the five "W" questions: • What: What do I want to accomplish? • Why: Specific reasons, purpose or benefits of accomplishing the goal. • Who: Who is involved? • Where: Identify a location. • Which: Identify requirements and constraints.
M	**Measureable**	This term stresses the need for concrete criteria for measuring progress toward the attainment of the goal. If a goal is not measurable, it is not possible to know whether progress toward successful completion is being made. A measurable goal will usually answer questions such as: • How much? • How many? • How will I know when it is accomplished?
A	**Attainable**	This term stresses the importance of goals that are realistic and attainable. While an attainable goal may stretch the goal-setter in order to achieve it, the goal is not extreme. An attainable goal may cause goal-setters to identify previously overlooked opportunities to bring themselves closer to the achievement of their goals. An attainable goal will usually answer the question: • How: How can the goal be accomplished?
R	**Relevant**	A relevant goal must represent an objective that the goal-setter is willing and able to work towards. A relevant goal will usually answer the question: • Does this seem worthwhile?
T	**Time Bound**	The fifth term stresses the importance of giving goals a target date. A commitment to a deadline helps focus efforts on completion of the goal on or before the due date. Timeliness is intended to prevent goals from being overtaken by the day-to-day crises that invariably arise in an organization. A timely goal will usually answer the question: • When? • What can I do 6 months from now? • What can I do 6 weeks from now? • What can I do today?

Note: As goals are being developed and phases of different goals are being accomplished, reevaluate each goal to make sure they are still relevant and attainable. Once goals have been accomplished, celebrate in their accomplishment and start developing new SMART goals.

Writing SMART Goals -- Template

The following template will help in the writing of a SMART Goal:

(I or accountable party) will (action word/s) (object of the goal) by (time) for the purpose of (relevance/results).

Examples of a SMART Goal Using the Template Format

I will complete 3 reporting technical courses by June 30, 2024, in order to improve my knowledge, skills and abilities in creating, analyzing and summarizing data.

I will complete two LinkedIn Learning courses on Communication skills by January 31, 2025, in order to develop my skills for my conference presentation in March, 2025.

I will submit a FY2026 projected budget outlining the needs of the department by October 15, 2024 in order to have it approved by January 31, 2025.

My team will implement a new xxx system for the whole campus by January 31, 2025. Trainings will be provided and campus community members report that it is easier to use and more useful than the previous system.

By the end of winter quarter, update the departmental electronic filing system. All documents are on one shared drive and team members report that it is easier to use.

The department will increase customer satisfaction by 15% by June 30, 2024, to meet the department customer service expectations and values.

The department will reduce the number of customer complaints by 10% by the end of the Spring Quarter.

Our group will prepare a 3-year strategy plan for the department by December 15, 2024.