Planning SMAART Goals

Goal setting provides a focus that drives success. When properly formulated, goals can drive us to achieve more than we would have without setting goals. Goals increase motivation and performance, reduce stress that can occur when expectations are unknown, and improve the accuracy of performance evaluations. When we know exactly *what* to do (what our goal says) and *how* to do it (knowing the plan), then our goals get accomplished.

To use the table below review the "SMAART Goals Explained" document, and then fill in the appropriate information in the boxes below. After you fill in the table, you should be ready to formulate your SMAART goal.

Development Need (Skill, competency, or project to complete or improve)	**Specific** (Clear, concise answer to question "at what? for whom? by how much?")	**Measurable** (How will you measure your goal to know if progress has occurred?)	**Aggressive** (What about this goal will push you to achieve more than you have before?)	**Achievable** (While staying aggressive, what parameters make this goal achievable?)	**Relevant** (How will this directly relate to your job and/or department's needs?)	**Time-Bound** (Goal should clearly answer the question "by when?)

SMAART Goal Statement:_____

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