SMART Goal Worksheet

Planning Group: ____________________________

Goal Statement: __________________________________________

Link to Strategic Direction: __________________________________

Verify that your goal is SMART

Specific: What exactly will be accomplished?
___________________________________________________________
___________________________________________________________

Measurable: How will we know when we have reached this goal?
___________________________________________________________
___________________________________________________________

Achievable: Is achieving this goal realistic with effort and commitment? Does the college have the resources to achieve this goal? If not, how will we get them?
___________________________________________________________
___________________________________________________________

Results-Oriented: What is the ultimate outcome of achieving this goal? How will it contribute to our Strategic Directions?
___________________________________________________________
___________________________________________________________

Timely: By when will we achieve this goal?
___________________________________________________________
___________________________________________________________

This goal is important because:
___________________________________________________________
___________________________________________________________
___________________________________________________________

The benefits of achieving this goal will be:
___________________________________________________________
___________________________________________________________
___________________________________________________________