

SMART Goal

Initial Goal	Write the goal here.
S Specific	The goal should be well defined, detailed and clear.
M Measurable	Is the goal measurable? It should be easy to identify when the goal is met.
A Achievable	Is the goal achievable, taking into account available time, skills, potential barriers, and other support needed?
R Relevant	Is the goal relevant? Is there any reason this goal is important? Is it relevant to the Department's vision? Does it support a performance or development goal?
T Timely	Set a start and finish date for the goal. Start Date: _____ Finish Date _____
SMART Goal	Revise goal based on the answers to the questions above.

Action Plan

What steps are required to get to the goal?

Action Items	Expected Completion Date	Actual Completion Date

Potential Obstacles and Solutions

Potential Obstacles	Potential Solutions