



S.M.A.R.T. Goals

Specific – A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions:

- Who: Who is involved?
- What: What do I want to accomplish?
- Where: Identify a location.
- When: Identify a timeframe.
- Which: Identify requirements and constraints?
- Why: Specific reasons, purpose, or benefits of accomplishing the goal.

Measurable – Establish concrete criteria for measuring progress toward the attainment of each goal you set.

- Is your goal qualitative? Quantitative?
- How will your goal be measured?
- What does goal attainment look like?

Attainable – Evaluate what you need to achieve this goal.

- Do you have the personnel, skills, and resources needed to achieve this goal?
- If not, can/how will you attain them?

Relevant – Determine how this aligns with other goals and objectives of the College?

- Does this align with the overall mission and direction of the College (i.e. strategic plan)?
- Does this align with the strategic direction of the Office?

Timely – A goal should be grounded within a specific time frame. With no time frame tied to it there's no sense of urgency.

- Can your goal be reasonable accomplished in the current timeframe (before June 30th)?