



SMART Goals

S.M.A.R.T. goals are a relatively new idea. In 1981, George T. Doran, a consultant and former director of corporate planning for Washington Water Power Company, published a paper called, "There's a S.M.A.R.T. Way to Write Management's Goals and Objectives." In the document, he introduces S.M.A.R.T. goals as a tool to create criteria to help improve the chances of succeeding in accomplishing a goal.

SOURCE: <https://www.smartsheet.com/blog/essential-guide-writing-smart-goals>

SMART goals are:

- **SPECIFIC** – Set goals with clearly defined objectives.
- **MEASURABLE** – Goals must have established criteria to measure accomplishment.
- **ATTAINABLE** – Realistic. Always set goals that are do-able in real life.
- **RELEVANT** – To be appreciated, the goal must be relative to the objective and important to the learner.
- **TIMELY** – SMART goals have a time finish that is measurable.

EXAMPLE: *To work towards my licensing requirement, I will attend one Infant/Child CPR class in Mankato by the end of September.*

EXAMPLE: *To improve my training ability, I will read one article a month on training and identify three key concepts to be shared and discussed at my monthly mentor meeting.*

Goal

1: _____

Action Steps I plan to take to reach this goal:

Goal

2: _____

Action Steps I plan to take to reach this goal:

Notes: