



Building Organizations **Delivering Results**

Organizational Design + Effectiveness

SMART Goals

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SMART Goals

When setting performance goals you should aim for them to be SMART goals. Each goal should be

S = Specific

M = Measurable

A = Achievable

R = Relevant

T = Time-bound

1. Set as many goals as you need for success, we recommend 6.
2. SMART stands for Specific, Measurable, Achievable, Relevant and Time-bound.
3. Detail, detail, detail. You will know your goal is Specific enough if:
 - everyone involved can understand it
 - it is jargon free
 - you've defined all your terms
4. Measurable is a very important consideration. Make sure you state how you will record your success.
5. Achievable is linked to measurable. How can I decide if it's achievable?
 - you know it's measurable
 - it's theoretically possible
 - you have the necessary resources, or at least a realistic chance of getting them
6. Relevant is about setting the right goals for your role. Is the goal right for you at this time in your career?
7. Time-bound means setting deadlines. You must include a deadline; otherwise your objective isn't measurable. But your deadlines must be realistic, or the task isn't achievable.

