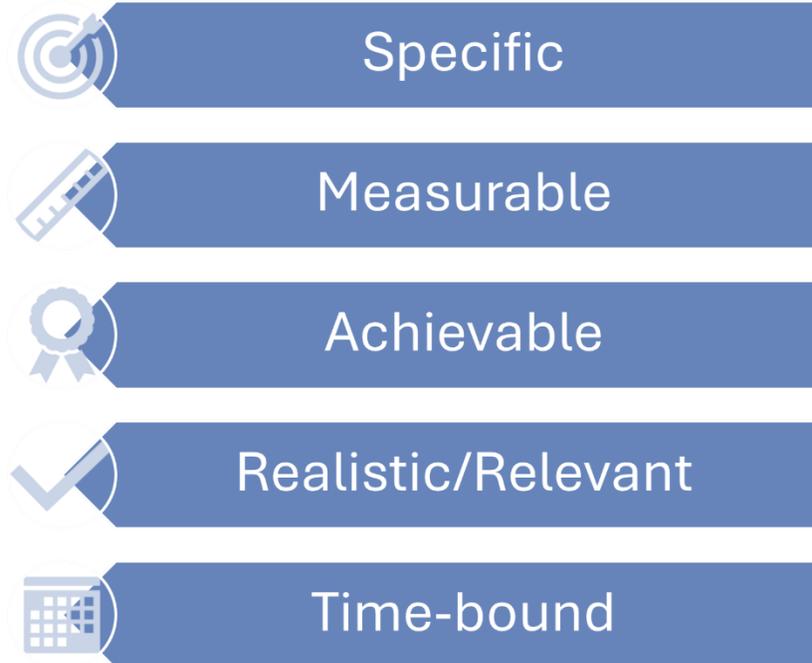


# SMART Goals Planning Tool

## Overview

SMART Goals are a systematic way to describe a plan for successful professional development.



## Description

SMART is an acronym for the steps involved in developing a goal plan.

**Specific:** Identify a specific area or topic for improvement. You can identify this by conducting a self-assessment. Make sure you are homed in on a specific target by giving the topic a bit more thought to make your goal as specific as possible.

**Measurable:** Quantify the goal. You want to improve, but by exactly how much? Identifying such things as targets, milestones, and end points will help you "visualize" progress along your journey and recognize success when you achieve it.

**Achievable:** Set yourself up for success by making the goal challenging, but not impossible.

**Realistic/Relevant:** Take a moment to think about what you want to achieve and whether you've settled on the right target. Will making this improvement move you toward your career goal? Is this goal specific to you, or is it someone else's vision of success?

Time-bound: Determine the timeframe for completing the goal. It doesn't have to be an exact date, but having an endpoint will help keep you focused and motivated.

## Process

Use the SMART approach to add structure to your goal(s).

1. Start with an identified skill or knowledge gap;
2. narrow it down by making it specific;
3. help yourself out by making it measurable;
4. step back and ask if it is realistic;
5. and lastly, identify a timeframe by which you want to achieve your goals.

Document your goal(s) plan and post it in a place where you will see it.

Specific	
Measurable	
Achievable	
Realistic/Relevant	
Time-bound	