

Developing SMART Goals Worksheet

SMART goals are important because they provide a clear, actionable framework for setting and achieving objectives. This structure helps to enhance focus, motivation, accountability, and overall effectiveness, leading to more successful outcomes. SMART goals are **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound. This worksheet will guide users through defining their goals according to these criteria.

Define your goal. What do you want to accomplish and why is it significant? Write the goal you have in mind: (Example: To advance in my career and meet performance targets.)

S Step 1: Be SPECIFIC. Write down your goal in as few words as possible. Make the goal clear and concise.

(Example: Increase monthly sales by 20%)
My goal is to:

M Step 2: Make sure your goal is MEASURABLE. How will the goal be deemed as a success?

Define the quantifiable result you aim to achieve. (Example: Achieve \$50,000 in sales by the end of the Q1.)

I will know I have reached my goal when...

I will measure/track my progress by using the following metrics, indicators, or methods:

A Step 3: Make your goal ACHIEVABLE. Goals should be realistic and possible to reach.

What steps will you take to ensure this goal is achievable? List the actions/resources needed to reach the goal:

- 1.
- 2.
- 3.

Items I need to achieve this goal:

How I will find the time:

Things I need to learn more about:

People I can talk to for support:

R Step 4: Make your goal RELEVANT. Ensure the goal supports your broader aims.

How does this goal align with your overall objectives or career aspirations? Example: Aligns with UMB's core values.
This goal is important to me because...

T Step 5: Make your goal TIMELY. Ensure goals have a deadline.

(Example: By end of fiscal quarter, 3 months.)
I will reach my goal by:

S	SPECIFIC	(simple, sensible, significant)
M	MEASURABLE	(meaningful, motivating)
A	ACHIEVABLE	(agreed, attainable)
R	RELEVANT	(reasonable, realistic, resourced, results-based)

T**TIME-BOUND**

(time-based, time limited, time/cost limited, timely, time-sensitive)

SMART goals are important because they provide a structured and clear framework for setting and achieving objectives. Here is why they are valuable:

1. Clarity and Focus

Specific: SMART goals force you to define exactly what you want to achieve, eliminating ambiguity. This clarity helps you focus on a clear target rather than a vague aspiration.

Measurable: By specifying how progress will be measured, SMART goals provide tangible criteria for tracking progress and determining when the goal has been achieved.

2. Motivation and Commitment

Achievable: Setting goals that are realistic and attainable ensures that you are not setting yourself up for failure. Achievable goals keep you motivated and committed by presenting a challenge that is within reach.

Relevant: SMART goals align with broader objectives or personal values, making them more meaningful and motivating. When goals resonate with your overall aspirations, you are more likely to be dedicated to achieving them.

3. Structured Planning

Time-bound: Having a deadline creates a sense of urgency and helps prioritize tasks. It ensures that you have a time within which to work, making it easier to plan and allocate resources effectively.

4. Accountability and Tracking

Measurable: With clear criteria for success, you can easily track progress and measure success. This transparency helps in maintaining accountability and adjusting strategies as needed.

Actionable: The SMART framework helps break down larger goals into smaller, manageable steps, making it easier to take actionable steps towards achieving the goal.

5. Improved Performance

Focus: By clearly defining what needs to be achieved, SMART goals help individuals and teams concentrate their efforts and resources on what matters most, leading to better performance.

Review and Adjustment: Regularly measuring progress allows for ongoing evaluation and refinement of strategies, ensuring continuous improvement and adaptability.

6. Enhanced Communication

Clarity: SMART goals facilitate better communication of expectations and objectives within teams or organizations. When everyone understands the specific targets and criteria for success, it enhances coordination and collaboration.

7. Goal Alignment

Relevance: Ensuring that goals are aligned with broader organizational or personal objectives ensures that efforts contribute to larger ambitions, creating a cohesive approach to achieving long-term success.