**Setting SMART Goals:**

**Specific, Measurable, Attainable, Realistic and Time-bound**

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| **Specific**  Goals should clearly specify what is to be done, when it is to be done, and how much is to be accomplished.  *In addition to ‘Specific,’ the 'S' sometimes stands for ’Stretch.’ This means that the objective is challenging yet doable.* |
| **Measurable**  Goals should be measurable. Ask questions such as: How much? How many? How will I know when it is accomplished?  The measures used to evaluate the goals should be appropriate and it should be clear whether or not the goal has been accomplished.  Multiple measures should be used if possible, for example, quantity, quality, timeframe, and cost. |
| **Attainable**  An attainable goal is one for which you see a reasonable path to achievement. It should be within the capabilities of an employee who fits the role. |
| **Relevant**  The objective needs to be relevant. Choose goals that actually matter. Ask questions such as: Does this seem worthwhile? Is this the right time? Does this support our vision/mission/values/strategic plan? |
| **Time-bound**  The timeframe should be clear in which performance goals are to be achieved.  Normally, goals are to be completed within the performance review period (usually one year). |

**Modified and adapted from:** <http://www.hrcouncil.ca/hr-toolkit/keeping-people-performance-management.cfm#_secA4>