SMART GOALS CHECKLIST

This tool will help you check if your goals meet the SMART Requirements. SMART is a goal-setting acronym that you can use to help you get started. It stands for:

* **S**pecific: Make clear goals to focus efforts or feel truly motivated to reach them. Goals should be able to answer "W" questions:
  + What do I want to accomplish?
  + Why is this goal important?
  + Who is involved?
  + Where is it located?
  + Which resources or limits are involved?
* **M**easurable: You should be able to track progress to meet deadlines. Goals should answer questions such as:
  + How much?
  + How many?
  + How is the deadline?
* **A**chievable: Goals should stretch your abilities but remain doable. Think of barriers and whether your goal can be done despite these barriers. Ask yourself questions like the following:
  + How can the goal be accomplished?
  + Can it be done despite existing constraints, such as financial factors?
* **R**elevant: Your goal should matter to you and align with other goals. A relevant goal can address these questions:
  + Is it the right time to do this?
  + Is it worthwhile?
  + Am I the right person to reach this goal?
  + Does it match our other efforts and needs?
  + Does it apply to the current socio-economic environment?
* **T**ime-bound: There should be a target date to prevent everyday tasks from taking precedence over longer-term goals. It also helps make sure deadlines are met. Time-bound goals usually answer these questions:
  + When?
  + What can I do six months from now?
  + What can I do six weeks from now?
  + What can I do today?

## BACKGROUND OF GOAL SETTING

Write here why or for what you are setting the goal to check if it meets the needs or if it is relevant.

| *(Example: reporting the department’s target outputs for 2022 development plan)* |
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## GOAL TO TEST

Write here the goal you want to test.

| *(Example: Collaborate on customer surveys, usability testing, marketing, or research and development projects)* |
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SMART TEST

Break down your goal statement into the first row of this table to see if you miss an element. In the second row, fill in what’s missing.

| Specific | Measurable | Achievable | Relevant | Time-bound |
| --- | --- | --- | --- | --- |
| *(Example: customer surveys, usability testing, marketing, or research and development projects)* | *(Example: \_\_)* | *(Example: \_\_)* | *(Example: the project is the expected output of the department)* | *(Example: \_\_)* |
| *(Example: projects focused on customer surveys, usability testing, marketing, or research and development)* | *(Example: two cross-functional projects)* | *(Example: two projects in 3 months)* | *(Example: The production team is involved; the project is the expected output of the department)* | *(Example: Q1, FY22)* |

## REVISED/FINAL GOAL STATEMENT

Rewrite your goal to incorporate the added details in the table above and make it a SMART goal.

| *(Example: The production team will collaborate on two cross-functional projects focused on customer surveys, usability testing, marketing, or research and development within Q1 of FY22.)* |
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