DEVELOP WORK GOALS

FORMULA FOR WRITING GOALS

Sometimes writing a goal can be difficult. Use this format to help you write a complete goal.

_____ by _____ as evidenced by _____.

Do this…   **this date…**   **this outcome.**

Example: I will coordinate the team project to decrease paper files by the end of June 2019 by organizing the scanning of all paperwork online to the shared drive.

Consider using action verbs such as increase, build, design, plan, prepare, etc., for "Do this…"

S.M.A.R.T. GOALS CHECKLIST

A SMART goal clarifies exactly what you want to accomplish and how you will do it. You can check your goals against this checklist and determine if your goals is clear and doable. It helps you answer the question, "How will I know I have been successful?"

A SMART goal is:

- ✓ **Specific** – What do I want to accomplish? What actions will I take? Why is this a goal? Answers the question Who? And What? *(Is the example above Specific? Yes.)*

- ✓ **Meaningful Outcome** – How will I know I have been successful?   Answers the question, How? *(Is there a meaningful outcome? Yes, all paperwork online).*

- ✓ **Aligned -** Goals connect to organizational or departmental and individual outcomes.

- ✓ **Realistic** – Although the goal should stretch me, it still needs to be attainable in regard to resources, time, and minimal obstacles.

- ✓ **Timeframe** – When will I start and what is the deadline?   *(Is my goal Time-Bound? Yes, I will complete by end of June 2019.)*