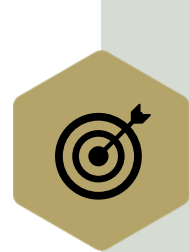


Developing SMART Goals

Using the SMART acronym can help ensure that managers and employees share the same understanding of goals and create goals that are meaningful. Goals are a communication tool and clarify what you are expected to accomplish and how, a way to challenge and stretch yourself, and help you perform even better to surpass expectations.



SPECIFIC
Direct, detailed,
and meaningful

WHO AND WHAT?

- What do you want to do?
- Your goals are focused and identify a tangible outcome. Being more specific helps you identify what you want to achieve



MEASURABLE
Quantifiable to track
progress or success.

BY HOW MUCH?

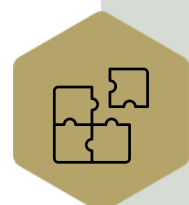
- How will you know when you've reached it?
- Have a clear definition of success. This will help you to evaluate achievement and progress.



ATTAINABLE
Realistic to the tools
and/or resources to
attain it.

HOW?

- Is it genuinely possible to achieve it?
- Your goal should be challenging but reasonable to achieve. Reflecting on this component can reveal any potential barriers that you may need to overcome to realize success.



RELEVANT
Aligns with your
organization's
mission.

WHY?

- Does it contribute to your organization's mission?
- Ensures that you're working towards goals that are worthwhile and meaningful.



TIME-BOUND
Deadline, target date

WHEN?

- When exactly do you want to accomplish it?
- Set realistic, ambitious end-date for task prioritization and motivation.



Sample SMART Goal for People Leaders

I will intentionally focus on building my skillset in providing constructive feedback. I will attend the Workplace Learning and Professional Development (WLPD) course on giving and receiving feedback. I will practice my learning by conducting monthly 45-minute 1:1 sessions with my 6 direct reports. My 1:1 conferences will begin in March 2023 to December 2023.

Leader Competency: Developing Self and Others

Dimension: Feedback and Motivation

Specific

I will intentionally focus on building my skillset in providing constructive feedback and asking for feedback.

Measurable

I will set up monthly 1:1 conferences with my staff for performance coaching conversations throughout the year. During these 1:1 conferences, I will provide feedback and ask my staff for feedback on our meeting structures.

Here is a four-question pulse check survey:

- Do you feel valued and appreciated?
- Do you feel that staff are recognized when going above and beyond?
- Are you satisfied with the amount of recognition you receive at work.
- Do you understand what type of behavior is recognized in this department?

Attainable

I will set aside time on Thursdays at the end of each month to schedule 45-minute 1:1 conferences with my team. Since I only have 6 direct reports, this timeframe is feasible. WLPD provides professional learning on giving and receiving feedback.

Relevant

This goal will assist me in providing consistent performance coaching and feedback aligned with our institutional expectation of frequent and ongoing feedback.

Time-Bound

The 1:1 meeting will be conducted monthly for 45-minute sessions from month/year to month/year.

Sample SMART Goal for Professional Growth

I will improve my leadership skills by fostering a culture where everyone feels valued and included. I will focus on the demonstrating inclusivity leader competency by leveraging the psychological safety dimension. I will complete the Psychological Safety professional learning by June 2023 and listen to the Amy Edmondson's podcast by September 2023.



Leader Competency: Demonstrate Inclusivity

Dimension: Psychological Safety

Specific

I will learn more about Leader Competency, **Demonstrate Inclusivity** by focusing on the Psychological Safety dimension. I want to improve my leadership skills by creating a culture where everyone on my team feels valued, respected and safe to try new things.

Measurable

I will attend Leading Congruently: Leading our Values Everyday by Building a Psychologically Safe Work Culture and Listen to the Amy Edmonson's Podcast on Psychological Safety.

Attainable

This workshop is offered throughout the year in both virtual and in-person sessions and the Podcast is available on demand via YouTube.

Relevant

Our institute is focused on building psychologically safe environment and demonstrating inclusivity. By focusing on this goal, I will be supporting the institute's values.

Time-Bound

I will complete the Psychological Safety professional learning by June 2023 and listen to the Amy Edmondson's podcast by September 2023.