Developing S.M.A.R.T. Goals

Using the SMART acronym can help ensure that managers and employees are all on the same page and create goals that are meaningful. Goals are a communication tool and clarify what you are expected to accomplish. Using a strong and focused strategy will help you define and stretch yourself, and help you perform even better to surpass expectations.

**WHAT AND WHY?**

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

**MEASURABLE**

- Directive, detailed, and meaningful
- 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.
- Does it genuinely possible to achieve it?

**SPECIFIC**

- Direct, detailed, and meaningful
- Specific

**TIME-BOUND**

- Deadline, target date
- When exactly do you want to accomplish it?

**SMART Goal: Five Core Competencies**

**Measureable**

- Directive, detailed, and meaningful
- 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.
- Does it genuinely possible to achieve it?

**Specific**

- Directive, detailed, and meaningful
- Specific

**Time-Bound**

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

**Leader Competency:** Developing Self and Others

- Dimension: Feedback and Motivation

**Specific**

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

**Measurable**

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.

**Attainable**

I will work with my team for 45-minute 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.

**Relevant**

- Aligns with your organization’s mission.
- 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 People Leaders**

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

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?

**Sample SMART Goal for Professional Growth**

I will improve my leadership skills by focusing on feedback and inclusivity dimensions. I will attend Leading Congruently: Leading our Values Everyday by Building a Psychologically Safe Work Culture and listen to the Amy Edmondson’s Podcast on Psychological Safety.

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

**Leader Competency:** Demonstrating 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.

**Measureable**

I will attend Leading Congruently: Leading our Values Everyday by Building a Psychologically Safe Work Culture and listen to the Amy Edmondson’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 in building psychologically safe environment and demonstrating inclusivity. By focusing on this goal, I will be supporting the institution’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.