S.M.A.R.T. Objectives Handout

Fri, 07/03/2009 - 22:26 — Anonymous
The definition of S.M.A.R.T. is:

Specific...**M**easurable...**A**ttainable...**R**elevant (or **R**ealistic) and...**T**ime-bound

Most of us have seen this mnemonic many times and know it to be a simple and effective decision making tool. Occasionally having the definitions as a handy reminder helps with better planning and goal setting. By utilizing this simple one page handout you can:

- Identify your top organizational or project specific goals
- Place them in a chronological order
- Design a step-by-step plan for achieving them
- Define dates by which they must be met

Additionally, you can employ five simple outcome related questions to assure that each goal meets its intended purpose:

1) Is the goal stated in positive terms?

2) Is the goal as specific as possible?

a) How do you define it's succcess?

b) What is your projected completion date?

3) Do you have an evidence procedure?

a) How will you know you've reached your goal?

4) Is the goal under your or your teams control?

a) Is it initiated & maintained by you or members of your team?

5) Are there contingency plans in place for any negative outcomes?

By focusing on the results and following this simple guide you can help to assure that your objectives are well thought out and that they are met each and every time.
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