S.M.A.R.T. Goals Preparation Worksheet

Instructions and Guidelines

What are goals?
Goals are statements of end results expected within a specified period of time.

 S.M.A.R.T. goals are…

- Specific: Who, What, Where, When, Which, Why?

- Measurable: How will the goal be measured? By whom? How will results be communicated?

- Attainable: How will the goal be attained? What tools are needed? Can it be done?

- Relevant: What departmental goal or institutional priority does this goal support?

- Timely: How much time is needed to accomplish the goal? Is there room to expand the timeframe?

How are goals defined?
For each goal, describe the end result and indicate quantity, quality, time frame, percentages or other specific measures. Each goal should fit into and support the institutional priorities.

What are some examples?

- Increase the job placement rate for graduating seniors from 70% to 80% by June of next year by enhancing employer outreach and hosting three new industry-specific career fairs during the academic year.

- Train at least 80% of full-time faculty teaching online in best practices for virtual instruction by November through a required professional development course.

- Increase the number of first-year students attending at least one academic advising session by 25% by the end of the fall semester through targeted email campaigns and classroom presentations.

- Launch a monthly mental wellness workshop series starting September and reach an average attendance of 40 students per session by December as tracked by event registration data.

S.M.A.R.T. Goals Preparation Worksheet

Employee Name: _____

Department: _____

Supervisor: _____

Review/Goal Period: _____

Specific Goal: Who, What, Where, When, Which, Why?

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Measurable: How will the goal be measured? By whom? How will results be communicated?

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Attainable: How will the goal be attained? What tools are needed? Can it be done?

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Relevant: What departmental goal or institutional priority does this goal support?

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Timely: How much time is needed to accomplish the goal? Is there room to expand timeframe?

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