

SMART GOALS TEMPLATE

SMART goals help improve achievement and success. A SMART goal clarifies exactly what is expected and the measures used to determine if the goal is achieved and successfully completed.

A **SMART** goal is:

Specific: Linked to position summary, departmental goals/mission, and/or overall School of Medicine goals and strategic plans. Answers questions such as Who? What? Where? When? Why? Which?

Measurable: The success toward meeting the goal can be measured. Answers the question—How?

Attainable: Goals are realistic and can be achieved in a specific amount of time and are reasonable. A goal will seem much more attainable if you can break it down into steps. Each step should be one that moves you closer to that goal.

Relevant: The goals are aligned with current tasks and projects and focus in one defined area; include the expected result.

Time framed: Goals have a clearly defined time-frame including a target or deadline date.

Examples:

Broad, not a SMART goal - **Clinical activities:**

- I will improve the clinical care of my asthma patients.

SMART goal:

- Using NHLBI national asthma guidelines over the next 12 months I will appropriately classify the asthma severity of my patients and initiate treatment. Every 3-6 months I will see patients and using ACT scores I will assess asthma control and adjust therapy

Broad, not a SMART goal-**Teaching activities:**

- I will be an excellent teacher

SMART goal:

- I will attend at least 4 educational faculty development lectures over the next 12 months and regularly use at least one skill learned from each lecture.

Broad, not a SMART goal-**Service activities:**

- I will provide service for the department and medical school

SMART goal:

- I will join one departmental committee, one School of medicine committee and one national committee whose activities overlap with my specialty in the next 12 months.

Broad, not a SMART goal-**Research activities**

- I will continue to work on my research career

SMART goal:

- I will publish 2 manuscripts in refereed journals and submit an applications for a K award in the next 12 months

Broad, not a SMART goal-**Administrative activities**

- I will organize and lead our outpatient clinic activities

SMART goal:

- I will organize and provide administrative support to the outpatient clinic committee, including development and distribution of agendas and minutes at least 2 weeks before and 1 week after each monthly meeting.

Writing an Effective SMART Goal

To set a specific goal, answers questions such as Who is involved? What do I want to accomplish? Where? When? Why – specific reasons, purpose or benefits of accomplishing the goal? Which – identify requirements and constraints.

Other suggestions for writing goal statements:

1. Use clear, specific language.
2. Start your goal statement with TO + a VERB
3. Write your goal statement using SMART Goal Criteria
4. Avoid using negative language. Think positive!

An example of a goal statement:

- *To run the mini marathon in May and complete the 10 mile race in under 1 hour to beat my personal best time.*

Notice how the above example begins with the word “To”, includes the verb “run”, and tells what (the marathon), why (to beat personal best time) and when (May).

Activity

Use this worksheet to identify the specific SMART criteria you will use to write your goal statement.

What is your basic goal? _____

1. Is it **specific**? (Who? What? Where? When? Why?)

S _____

2. Is it **measurable**? How will I measure progress? (How many? How much?)

M _____

3. Is it **attainable**? (Can this really happen? Attainable with enough effort? What steps are involved?)

A _____

4. Is it **relevant**? (What knowledges, skills, and abilities are necessary to reach this goal?)

R _____

5. Is it **time framed**? (Can I set fixed deadlines? What are the deadlines?)

T _____

My Goal Statement

Use the SMART worksheet you just completed and the suggestions above for writing a goal statement. This should be a work-related goal that you would like to achieve in 12 months or less. Repeat this exercise as needed to write other goal statements.
