S.M.A.R.T. Goals

The questions we ask about our goals, and the way we build them, make them SMART, and helps us to achieve them. Start with your initial goal, and then work through the formula below in order to make it a SMART goal.

S — SPECIFIC

The more specific a goal, the more likely the success.

This clarifies the what, how, how well, and how much of the goal.

Develop my skills around giving presentations to large groups.

M — MOTIVATING

Framed so that individuals involved understand the purpose, context, and the "what's in it for me" of the goal.

Allow me to grow my own professional skillset

A — ATTAINABLE

Properly scoped - not too big, not too small, reasonable but also a stretch.

1 Presentation per month for a year

R — RELEVANT

Contributes meaningfully to individual, departmental and College results.

Share the load of presentations. Better spread our work to the campus

T — TRACKABLE

Takes the guesswork out of determining whether a goal was actually achieved or not. Defines the when of the goal as well as expectations related to progress updates and milestones.

Use self reflection and participant feedback.

Initial Goal: I want to not dread giving presentations to big groups

SMART Goal:

"I will develop my skills around giving presentations to large groups and increase my comfort with them through giving monthly workshops by the next round of the PMP process. This will allow me to grow my own professional skillset and better share the load of presentations with my colleagues, and our work with the campus. By the next round of the PMP Process I will have completed 11 workshops, and I will reflect after each workshop how it went with regard to my comfort level, as well as use participant feedback to track effectiveness.