

## SMART GOALS TEMPLATE

**SMART** goals provide explicit directions toward intended outcomes, specifically naming who is acting to reach an agreed upon end. Within the framework of a goal statement, individual objectives are written out with a system of measurement to mark progress toward achievement.

A **SMART** goal is:

**Specific** – Devise strategies that are straightforward and emphasize what you want to happen with specific details that provide clarity. Strong action words like *lead, direct, plan, coordinate*, etc., focus efforts on what is to be accomplished. Specific goal statements will answer the WHO?, WHAT?, and WHY? involved.

**Measurable** – Establish concrete criteria for measuring progress toward the attainment of each goal you set. Determine a metric by which you can track your efforts, set target dates, and share routine updates. Measurable goal statements answer the question HOW? or HOW MUCH?.

**Attainable** – Set goals that are challenging but reasonable according to a practical, detailed plan. Goals that have the best chance of achievement are those created with buy-in from all parties involved and consider the positive outcomes of accomplishment.

**Realistic** – Find an objective toward which you are both willing and able to work and do not be afraid to set the bar high. Remember that realistic goals should be set in context of what is relevant to your current situation, given the resources, skills, and time available.

**Time-Bound** – Ground goals within a time frame to guide progress and ensure routine evaluation en route to the target. Timely goals are more readily attained with a definite end date and answer the question WHEN?.

**Example SMART goal:**

- Our organization will enhance communication and outreach for its events across the UD community, broadening its presence and growing support for neighborhood relations:

- Create and deliver a one-page “get-to-know-you” letter to all neighbors in 300 block of Stonemill to start the year (*House Manager, by Sept 1, 2013*)

- Invite campus administrator, faculty, and/or staff member to once-a-month rotating “house dinner” with residents (*Vice President, every fourth Sunday, Sept 2013 – April 2014*)

- Share weekly meeting minutes that highlight any organizational events via carbon copy with the neighborhood fellow; corresponding flyers that enhance any events will be delivered physically to neighbors (*Secretary, each Sunday throughout the semester*)

- Collaborate with neighbors to plan and execute a fall and spring block clean-up effort (*President by Nov 30, 2013 and April 30, 2014*)

## SMART GOAL PLANNING FORM

Specific – WHO, WHAT, & WHY?

Attainable and Realistic – WHAT ELSE & HOW?

Measurable and Timely – WHEN?