



Welcome to our presentation on SMART Goals. [INTRODUCTIONS.] This presentation provides an introduction to SMART Goals and instructions for writing them. At times during this presentation, you might have questions. Please feel free to ask them by raising your hand. The presenter will find a good breaking point to answer your question. As we go along, you might consider trying to write the outline for one of your SMART Goals for your group. However, I encourage you not to get too wrapped up in writing your own that you miss out on the information we are offering. There will be a few examples at the end. However, these are very generic and would not be acceptable for most Special Interest Houses. They will, however, provide you with a better understanding of how to create a SMART Goal.

SMART goals

What are SMART goals?

Why are SMART goals important?

What are the components of a
SMART goal?

How do you write a SMART goal?



Adapted from the Ohio Department of Education, "Ohio Student Learning Objectives: The Journey to Excellence" (2011), <http://www.ohio.gov/ohio/education/SMARTGoalsWebSite.pdf>

This presentation will seek to act as an introduction to SMART Goal writing, explain what SMART Goals are and how they are used, and will provide a few examples to reinforce the information presented.

What is a SMART goal?

- While a goal is something you intend to accomplish in the future, a *SMART goal* helps you to get focused to achieve that goal.
- SMART goals help define exactly what success looks like in achieving your goal and how it might be measured.
- SMART goals also help to demonstrate how your achievements are aligned with the Special Interest Housing process at the University of Dayton.

A SMART Goal indicates a specific way to articulate and focus goals. Whereas a goal, in general, is something that you want to achieve, a SMART goal provides some structure to the actual achievement of that goal.

Why are SMART goals important?

- SMART goals are integral to the Special Interest Housing process. It is through the completion of the SMART goals and an executive summary submitted to Housing and Residence Life that your group will earn some of the additional PATH credit available to students in Special Interest Housing.
- SMART goals also help you to make a connection between your values and goals as a Special Interest House and the values, goals, and priorities of the University of Dayton. It is through this integrated learning that you will get the most out of your experience.

What are the components of a SMART goal?

- **Specific**
- **Measurable**
- **Attainable**
- **Results-oriented/Relevant**
- **Timely/Time-bound**

The acronym SMART identifies the areas of focus in goal-setting. It stands for Specific, Measurable, Attainable, Results-oriented or Relevant, and Timely or Time-bound. If you've ever been to another presentation or training on SMART goals, you may have heard these letters standing for slightly different things. However, for the purposes of Special Interest Housing at the University of Dayton, these are the terms that we will be using as we review each group's application for a Special Interest house.

How to Write SMART goals

- **Specific**

- Well-defined, the outcome is clear
- Clear to anyone who has a basic knowledge of the project
- Provides enough detail so there is no indecision as to what is to be done

Poor Example	Better Example
I will run a marathon.	I will train to run a marathon by running one additional mile each week so that I can run a full marathon in under 6 hours by February 28, 2016.

A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal, answer the five “W” questions...who?...what?...when?...where?...why? Specifically, ask the following:

- Who is involved?
- What do I want to accomplish?
- Where will the action take place?
- When will the goal be achieved?
- Why is this goal important?

As you consider these questions, you should also consider how your goal relates to the Values and standards of the University of Dayton community. In addition, make sure to avoid using words such as *try*, *could*, *should* or *maybe*, as they indicate the goal is not concrete.

Each group should have two SMART goals, one related to Servant Leadership and one related to our Commitment to Community.

The University of Dayton expects its students to engage in servant leadership, which sees students actively participating in creating solutions for problems that threaten the well-being of the campus community. As you consider writing a SMART goal related to servant

leadership, you should seek to find ways to help make the UD community, and the greater Dayton community, a better, more welcoming place for everyone.

As you are writing your other SMART goal, related to our commitment to community, consider how your group will promote your values to the greater student body and the student neighborhoods.

How to Write SMART goals

- **Measurable**

- Know if the goal is obtainable and how far away the completion is
- Know when it has been achieved
- Identify the measurement instrument to be used.
- Able to determine if it has been achieved because you can count it or see it.

Poor Example	Better Example
I will run a marathon.	I will train to run a marathon by running one additional mile each week so that I can run a full marathon in under 6 hours by February 25, 2016.

A critical part of writing SMART goals is making sure that the end result is measurable. This is the most often missed part of the SMART goal.

Establish concrete criteria for measuring progress toward the attainment of each goal. To determine if your goal is measurable, ask questions such as:

- How many?
- How much?
- To what degree?
- How will I know when it is accomplished?

This example has clear measurability. You will easily be able to measure how far you ran and how fast you ran.

How to Write SMART goals

- **Attainable**

- Agreement with all the stakeholders what the goals should be
- Attainable: a goal may be a stretch, but it is possible with the current team and resources
- Clearly defined steps

Poor Example	Better Example
I will run a marathon.	I will train to run a marathon by running one additional mile each week so that I can run a full marathon in under 6 hours by February 28, 2016.

Identify the most important goals, then determine how to attain them. Work to develop attitudes, abilities, skills, and financial capacity to reach them. For example, one additional mile per week is attainable in the time period listed.

How to Write SMART goals

- **Results-oriented/Relevant**

- Who is the main person responsible?
- Who are the support people?
- What are the urgent needs?
- The goal is aligned with the results expected and the vision of the University

Poor Example	Better Example
I will run a marathon.	I will train to run a marathon by running one additional mile each week so that I can run a full marathon in under 6 hours by February 28, 2016.

A results-oriented or relevant goal represents a worthwhile objective. Goals should be important to the work and focus on results. Training for a fitness event is both is both relevant and results-oriented.

How to Write SMART goals

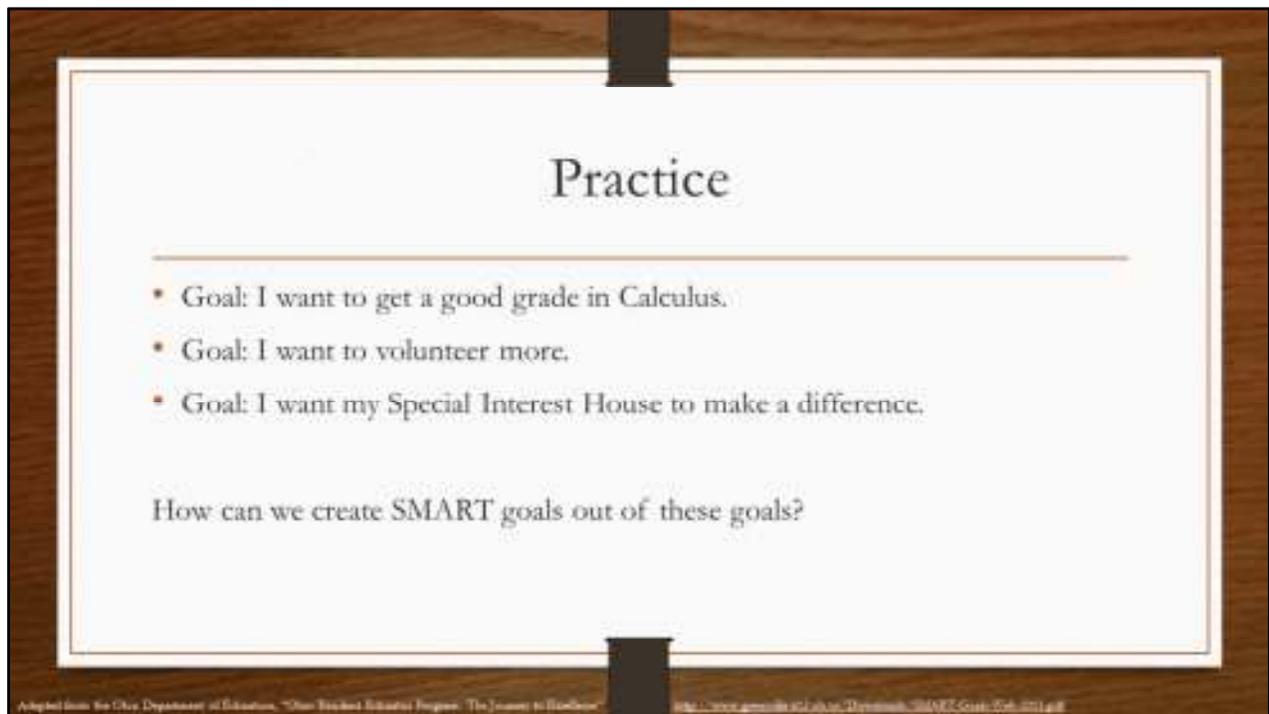
- **Timely/Time-bound**

- A specific date has been set for achieving the goal.
- Time is appropriate for keeping goal performance focused and on target
- Long Term Goals vs. SMART goals

Poor Example	Better Example
I will run a marathon.	I will train to run a marathon by running one additional mile each week so that I can run a full marathon in under 6 hours by February 28, 2016.

Any effective goal must have a target date. A deadline set too far in the future invites procrastination. A short term goal could be unrealistic and discouraging. If a specific date is not selected, it is easier to not see the goal as a priority and not allocate appropriate time to completing it.

Long-term goals are different from SMART goals. Long-term goals describe future aspirations such as getting a job or earning a masters degree. Without short-term goals defining the steps to large scale achievements, long-term goals are too easily dropped.



Example SMART goal for each example:

In order to get better than an 85% average in my Calculus 2 class, I will study on Mondays, Wednesdays, and Thursdays each week of the Spring term for 1.5 hours, complete each graded homework assignment at least 24 hours before it is due, and attend a study session every other Sunday with my TA.

In order to increase my civic engagement, I will volunteer on four Saturdays at the Dayton Women's Shelter for three hours before February 1, 2016.

My SIH will create 2 SMART goals, one related to the commitment to community and the other to servant leadership, by February 5, 2016 as a part of the complete application that we will submit online by 4:30pm.

Break out groups

- Break into groups, either by special interest house, or with 4 or 5 other people, and talk about goals you have been thinking of and what you need to add to make them SMART goals.