

## SMART GOALS DEFINITIONS

- ◆ **SPECIFIC:** Are required actions and output specific and understandable?
- ◆ **MEASURABLE:** Can you quantify success in some manner, i.e. deadlines, output, etc.
- ◆ **ACTIONABLE/ATTAINABLE:** Is the goal reachable, especially within time and resource constraints?
- ◆ **RELEVANT:** Is the activity relevant to needs and to items such as a strategic plan? Relative priority.
- ◆ **TIMELY:** Is there a time element that will allow a reasonable completion date?