

SMARTER GOALS

S

specific

The goal is clear and specific, with a well-defined outcome.

M

measurable

Progress is able to be quantifiably tracked and assessed.

A

achievable

The outcome should be realistic and achievable considering time, resources and skills.

R

relevant

The goal is meaningful and helpful in some way.

T

time bound

The goal has a specific deadline for completion.

E

evaluated

Progress should be regularly checked, and improvements made.

R

reviewed

The end goal and progress is regularly reviewed to ensure it is still relevant.

