



Tips for Setting SMART Goals

Focusing on only a few goals during the reporting period helps ensure understanding and commitment. Goals should be documented, available for review, managed on a regular basis, and flexible enough to account for changing conditions and priorities.

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Specific goals are well-defined.

Ask yourself:

- What am I going to do?
- Who is going to be involved?
- Why is this an important task?

Measurable goals provide tangible evidence of completion.

Ask yourself:

- How will I know when this goal has been achieved?
- What outcomes and milestones can I use to track progress and completion?

Achievable goals are challenging but not unattainable.

Ask yourself:

- Can my goal be realistically accomplished within the timeframe set?
- Am I able to fully commit to the goal?

Relevant goals matter to you and are linked to team and/or CC priorities.

Ask yourself:

- How will pursuing this goal contribute to the larger goals of my team, division, and those of Colorado College?
- Does this goal motivate, challenge, or excite me? If not, you may need to adjust your goal.

Time-bound goals have realistic deadlines.

Ask yourself:

- What are the earliest (but still achievable) dates for this goal to be started and completed by?
- Are there other projects that need to be completed first?