Goal Plans: **Creating SMART Goals**

SMART goals clarify expectations and focus priorities. Goals direct how time and resources are used and identify what success looks like within a specific timeframe. When writing SMART goals, use concise language and ensure the goal goes beyond 'checking the box' and describes what complete and accurate looks like. SMART goals are designed to help an individual stay focused and succeed.

S.M.A.R.T: **What is a SMART Goal?**

Specific - Detailed and well defined

Measurable - Standards to determine success and completion (quality, quantity, timeliness, etc.)

Achievable – Realist stretch goals but

Relevant - Connected to the organization's mission and strategic plan; related to the purpose of the employee's job.

Time Sensitive - clear, realistic timeframe or frequency for completion

Success Measures Matter: **"What gets measured gets done."**

Before the SMART goal is finalized, ensure a clear and reliable Success Measure is used to consistently evaluate success. Success measures are usually inputs, outputs, outcomes, and/or quality factors that help employees stay on track and managers easily gauge goal achievement.

Reminders:

- Consider how these goals are measured.
- Ensure goals align with the mission and objectives of the agency.
- For roles performing the same work or sharing an outcome: "Same role, same goal".
- Performance goals should align with job expectation, ***not personal aspirations.***

Additional Resources: JAM IMC INSPD