

S.M.A.R.T. Goal Development Questionnaire

What is the issue to be resolved, the process or practice to be improved? Is there a lack of clarity around expectations? Consider key areas of responsibility and behaviors or skills necessary for success.

Specific: What will the goal accomplish? What is the desired end result? How and why will it be accomplished?

Measurable: How will the goal be measured? What are the observable behaviors or actions steps necessary for success? How will I know when the goal has been accomplished?

Achievable: Does the employee have the skills necessary to achieve the goal? What are the potential road blocks?

Realistic: Are the resources available to accomplish this? If not, what is needed and is it attainable?

Time-defined: Is the goal linked to a timeframe? Is there a hard deadline or is it ongoing? Can progress be monitored? Is there a reasonable sense of urgency to reach the goal?

Pull it all together – the final written goal: Is it stated simply and clearly? Is it S.M.A.R.T.?
