

# SMART GOALS TEMPLATE

SMART goals help improve achievement and success. A SMART goal clarifies exactly what is expected and the measures used to determine if the goal is achieved and successfully completed.

A **SMART** goal is:

**Specific:** Linked to position summary, departmental goals/mission, and/or overall School of Medicine goals and strategic plans. Answers questions such as Who? What? Where? When? Why? Which?

**Measurable:** The success toward meeting the goal can be measured. Answers the question—How?

**Attainable:** Goals are realistic and can be achieved in a specific amount of time and are reasonable. A goal will seem much more attainable if you can break it down into steps. Each step should be one that moves you closer to that goal.

**Relevant:** The goals are aligned with current tasks and projects and focus in one defined area; include the expected result.

**Time framed:** Goals have a clearly defined time-frame including a target or deadline date.

*Examples:*

Broad, not a SMART goal - **Clinical activities:**

- I will improve the clinical care of my asthma patients.

SMART goal:

- Using NHLBI national asthma guidelines over the next 12 months I will appropriately classify the asthma severity of my patients and initiate treatment. Every 3-6 months I will see patients and using ACT scores I will assess asthma control and adjust therapy

Broad, not a SMART goal-**Teaching activities:**

- I will be an excellent teacher

SMART goal:

- I will attend at least 4 educational faculty development lectures over the next 12 months and regularly use at least one skill learned from each lecture.

Broad, not a SMART goal-**Service activities:**

- I will provide service for the department and medical school

SMART goal:

- I will join one departmental committee, one School of medicine committee and one national committee whose activities overlap with my specialty in the next 12 months.

Broad, not a SMART goal-**Research activities**

- I will continue to work on my research career

SMART goal:

- I will publish 2 manuscripts in refereed journals and submit an applications for a K award in the next 12 months

Broad, not a SMART goal-**Administrative activities**

- I will organize and lead our outpatient clinic activities

SMART goal:

- I will organize and provide administrative support to the outpatient clinic committee, including development and distribution of agendas and minutes at least 2 weeks before and 1 week after each monthly meeting.

## Writing an Effective SMART Goal

To set a specific goal, answers questions such as Who is involved? What do I want to accomplish? Where? When? Why – specific reasons, purpose or benefits of accomplishing the goal? Which – identify requirements and constraints.

Other suggestions for writing goal statements:

1. Use clear, specific language.
2. Start your goal statement with TO + a VERB
3. Write your goal statement using SMART Goal Criteria
4. Avoid using negative language. Think positive!

An example of a goal statement:

- *To run the mini marathon in May and complete the 10 mile race in under 1 hour to beat my personal best time.*

Notice how the above example begins with the word “To”, includes the verb “run”, and tells what (the marathon), why (to beat personal best time) and when (May).

### Activity

Use this worksheet to identify the specific SMART criteria you will use to write your goal statement.

What is your basic goal? \_\_\_\_\_

1. Is it **specific**? (Who? What? Where? When? Why?)

**S** \_\_\_\_\_

2. Is it **measurable**? How will I measure progress? (How many? How much?)

**M** \_\_\_\_\_

3. Is it **attainable**? (Can this really happen? Attainable with enough effort? What steps are involved?)

**A** \_\_\_\_\_

4. Is it **relevant**? (What knowledges, skills, and abilities are necessary to reach this goal?)

**R** \_\_\_\_\_

5. Is it **time framed**? (Can I set fixed deadlines? What are the deadlines?)

**T** \_\_\_\_\_

### My Goal Statement

Use the SMART worksheet you just completed and the suggestions above for writing a goal statement. This should be a work-related goal that you would like to achieve in 12 months or less. Repeat this exercise as needed to write other goal statements.

---



---