

How to Develop Your Action Plan(s) Using S.M.A.R.T. Goals

Definition of Key Terms

GOALS

Specific objectives that provide the context for what is to be accomplished

S.M.A.R.T. GOAL

A goal that is specific, measurable, achievable, relevant, and time-bound.

Specific – Goals should be simplistically written and clearly define what you are going to do.

Measurable – Goals can be quantified to a determined amount of a specified unit; indicator of progress.

Achievable – Goals state what results can realistically be achieved, given available resources, but may stretch the team.

Relevant – Goals must be ones that you are willing and able to work on and must be based on current or forecasted needs.

Time-Bound – Goals should be linked to a timeframe that creates a practical sense of urgency.