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.

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

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**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?

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

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

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**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.?