TPD Tips

SMART Goals Worksheet

TPD

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SMART Goals Worksheet

S	M	A	R	T
Specific	Measurable	Actionable	Realistic	Time Bound

Goal Writing Model

To _____ _____ by _____ requiring _____.

(action verb)   (single key result)   (target date)   (resources)

Example:

If one of your goals was to become more proficient using PowerPoint, converting that into a "SMART" goal would be:

" To use PowerPoint to develop presentations for the next quarterly staff meeting on July 10th, with the help of programs offered through the training and development division. "

SMART Checklist

- **Specific** - Become more proficient in PowerPoint
- **Measurable** - Utilize PowerPoint in staff meeting presentations
- **Actionable** - By attending training programs offered, they will learn how to build a PowerPoint presentation.
- **Realistic** - The deadline for completing this task will be three months from now, which gives ample time to attend training programs, build a presentation, and present it at the next staff meeting.
- **Time Bound** - Complete by July 10, 2014, in time for next quarter's Performance Review.

Goal Writing Model

	Goals	SMART?				
		S	M	A	R	T
1						
2						
3						
4						
5						