

SMART GOALS

S	SPECIFIC	<p>Questions to answer: Who is responsible? What will you achieve?</p> <p>Example: The outreach team will make calls to local clinics.</p>
M	MEASURABLE	<p>How will you know when the goal is accomplished? What numbers or impact are you aiming for?</p> <p>Example: The outreach team will make calls to <i>50 percent</i> of our local clinics.</p>
A	ATTAINABLE	<p>Is this goal realistic for your team or organization? What steps will you take to reach the goal?</p> <p>Example: The outreach team will make calls to 50 percent of our local clinics <i>by replacing time spent on our annual health fair with telephone outreach.</i></p>
R	RELEVANT	<p>Does the goal align with your overall objectives?</p> <p>Example: Yes, this goal aligns with our organizational objective of increasing health care provider contact in our community.</p>
T	TIME-BOUND	<p>By when will you accomplish this goal?</p> <p>Example: The outreach team will make calls to 50 percent of our local clinics <i>before December 31</i> by replacing time spent on our annual health fair with telephone outreach.</p>
FINAL GOALS	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	