



SMART Goals Worksheet

Beneficiary-Focused

A SMART goal clarifies exactly what aim or goal is to be performed, the objectives of the goal, the process of achieving that goal and the measures used to determine if the goal has been achieved. Once goals have been identified, think about objectives and activities needed to accomplish these goals. You may need more than one objective for each goal.

A SMART goal is:

1. Strategic and Specific—Focuses on specific not general goal. Answers the questions “who” and “what”.
2. Measurable—The success toward meeting the goals can be measured and is objective. It answers the question “how”.
3. Attainable—Goal can be achieved in a specific amount of time. Rapid cycle improvement promotes rapid change cycles.
4. Realistic—The goals are aligned with a mission or strategy.
5. Time—Goals have a clearly defined time-frame, including a start date, target date and end date. It answers the question “when”.

Examples

SMART goal:

In one month, I will be able to walk 15 minutes, three times a week.

Not a SMART goal:

I want to be healthier.



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Instructions: Show how each part of the goal below reflects a SMART goal.

Goal: In one month, I will be able to walk 15 minutes, three times a week.

Key Component

Objective

Specific

What is the specific task to be performed that supports the goal?

I will take a walk around my neighborhood three days a week.

Measurable

What are the standards or parameters?

I will record each time I walk on my calendar.

Achievable

Is the task feasible?

I will go farther every week. I will ask a friend to walk with me.

Realistic

Are sufficient resources available?

Right now I can walk two blocks without getting tired. I want to be able to walk four blocks.

Time-Bound

What are the start and end dates?

One month from today, I will be able to walk 15 minutes, three times a week.