SMART GOALS Worksheet

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".

Example:

SMART goal:
Decrease anticoagulant related ADE's by 10% within Community X within 30 days.

Not a SMART goal:
Community X will decrease ADEs.
Is not specific as to what ADE they will focus on. Does not identify a measurement in which to track their work. Does not include a time frame.

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

Goal: Decrease anticoagulant related ADEs by 10 percent within Community X within 30 days.

Key Component	Objective
Specific What specific task supports the goal?	
Measurable What are the standards/parameters?	
Achievable Is the task feasible?	
Realistic Are sufficient resources available?	
Time-Bound What are the start and end dates?	

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