

SETTING SMART GOALS

SMART is an acronym that stands for Specific (detailed outcome), Measurable (measure), Achievable/Attainable (realistic), Results-Focused and Timebound (deadlines).



SPECIFIC

Your goal should be as specific as possible. It should answer the "What", "When", "How", and "Why" questions that are associated with the goal.



MEASURABLE

How will you measure your goal? Examples could include number of class/seminars/hours/etc., as well as percentages (i.e. increase participation by __%).



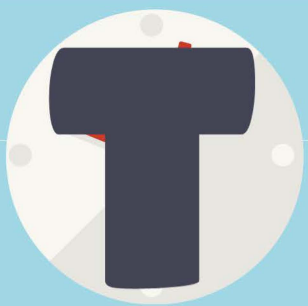
ACHIEVABLE

Is this goal achievable? "I want to build a time-machine" is not achievable (not for me at least) but "I want to learn a new language" is.



RESULT-FOCUSED

Is this goal focused on achieving a specific outcome? "I want to improve my Excel skills" is not result-focused. "I want to improve my Excel skills to better understand pivot tables" is result-focused.



TIMEBOUND

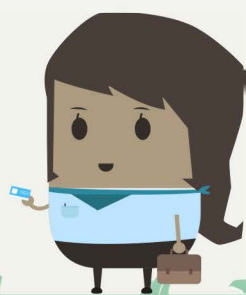
Have you set deadlines for this goal? Examples can include: attend one class/seminar/conference per quarter, host one student program per month, etc.



The purpose of a SMART goal is to help employees grow and develop professionally, as well as identify opportunities for improvement. The Office of People Development will be more than happy to help employees identify growth opportunities and work with both supervisor and direct reports on techniques and best practices.



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