SMART Goals

SMART is an acronym that stands for Specific (detailed outcome), Measurable (measure), Achievable/Attainable (realistic), Results-Focused and Timebound (deadlines). Please see the following examples below to illustrate SMART goals in action.

Student Activities

✓ Meet or exceed the percentage participation rate from date in each of the campus intramural activities throughout the year

✓ Provides accurate information to students regarding ___topic, __ or is able to obtain accurate information on an as needed basis.

Training

✓ By date _, learn new word processing skills such as merging letters, techniques for formatting long documents and developing databases. To learn these new skills, I will take an advanced Word class and will immediately practice by working on the department instruction manual.

✓ Take the Project Management Essentials workshop on date, report what was learned to our team by date, and apply the relevant concepts while implementing our name of project.

Office Administration

✓ Check supply inventory bi-weekly and re-order as needed to avoid shortages (starting month/date).

✓ Produce and distribute personalized welcome letters, error free, to all new students in our department by date.

✓ Make all departmental forms available to all users on the department's web site by date.

✓ Maintains work flow in department by completing describe specific activities on a daily basis.

✓ Assists Director by flagging hot issues such as (can provide examples or be specific with issues if desired) that need immediate attention on an as needed basis.
Supervision

- Schedule and conduct monthly meetings with staff.
- Work with staff to develop plan for XYZ to be implemented by date.
- Hold monthly discussions at staff meetings on how competencies will look when applied to the work of the department and ensure that all employees have written notes on discussions one week after meetings.
- Ensure effective coordination of efforts associated with student ____________, to elimination duplication or unnecessary steps in the process, and improve levels of cooperation and teamwork between the two departments.
- Hire and train replacement/new Assistant Director by date.
- Create a tracking report to monitor ______________________________ by date.