**Tip Sheet**

Setting SMART Goals

### WHAT DOES THE S.M.A.R.T ACRONYM STAND FOR?

The acronym stands for:

S – Specific

When setting a goal, be specific about what you want to accomplish. Think about this as the mission statement for your goal. This isn’t a detailed list of how you’re going to meet a goal, but it should include an answer to the popular ‘w’ questions:

* Who – Consider who needs to be involved to achieve the goal (this is especially important when you’re working on a group project).
* What – Think about exactly what you are trying to accomplish and don’t be afraid to get very detailed.
* When – You’ll get more specific about this question under the “time-bound” section of defining S.M.A.R.T. goals, but you should at least set a time frame.
* Where – This question may not always apply, especially if you’re setting personal goals, but if there’s a location or relevant event, identify it here.
* Which – Determine any related obstacles or requirements. This question can be beneficial in deciding if your goal is realistic.
* Why – What is the reason for the goal? When it comes to using this method for employees, the answer will likely be along the lines of company advancement or career development.

M – Measurable

What metrics are you going to use to determine if you meet the goal? This makes a goal more tangible because it provides a way to measure progress. If it’s a project that’s going to take a few months to complete, then set some milestones by considering specific tasks to accomplish. When looking at QEP development ensure that you are keeping in mind that short term goals must be completed before your site visit and that year two and three goals can be goals that will take more time to accomplish.

A – Achievable

This focuses on how important a goal is to you and what you can do to make it attainable and may require developing new skills and changing attitudes. The goal is meant to inspire motivation, not discouragement. Think about how to accomplish the goal and if you have the tools/skills needed. If you don’t currently possess those tools/skills, consider what it would take to attain them. QEP goals should be innovative.

R – Relevant

Relevance refers focusing on something that makes sense with the broader business goals. For example if your focus is enhancing your outdoor classroom and play spaces then ensure that the materials you are adding and the environments you are creating fit with your image of the child, the values of your centre, and consider your families demographics.

T – Time-Bound

Anyone can set goals, but if it lacks realistic timing, chances are you’re not going to succeed. Providing a target date for deliverables is imperative. Ask specific questions about the goal deadline and what can be accomplished within that time period. If the goal will take three months to complete, it’s useful to define what should be achieved half-way through the process. Providing time constraints also creates a sense of urgency.

<https://www.smartsheet.com/blog/essential-guide-writing-smart-goals>