**Guidelines for Establishing S.M.A.R.T. GOALS**

Establishing goals creates a written plan for reasonable and measurable long-term and short-term objectives.

Goals should support growth and achievement. By following the S.M.A.R.T. model for establishing goals, it allows the employee and supervisor to track progress.

**SMART** = goals that are Specific, Measurable, Achievable, Realistic and Timely.

**Specific:** Goals should be as specific and detailed as possible. Do not set loose or broad goals.

**Measurable:** In order to clearly determine if objectives have been achieved, goals should not be ambiguous, but rather clear and concrete.

**Achievable:** Success and failures depend on practical goals. Goals should not be out of reach. They should be reasonable and achievable.

**Realistic:** Goals must be possible under current business conditions.

**Timely:** Goals should have a time frame for completion. Having a time frame will give structure and allow you to monitor progress.

Example of a SMART goal statement: “I will lose 1 pound a week for the next 10 weeks.

**Instructions**

**Step 1:** Establish long and short-term goals. If the goal is a large accomplishment or has a lengthy time frame (a year or longer), then short-term goals help you reach long-term goals by completing them in sections.

**Step 2:** Identify areas for goal setting. These might include: CV Fitness, Nutrition, Time-management, etc.

**Step 3:** Write a goal statement focusing on observable, measurable performance. Include a time-frame for completion.

**Step 4:** Determine measures for success.

**Step 5:** Develop action plan.

**Step 6:** Identify resources needed to accomplish the goal and how they will be obtained. Set objectives.