

S.M.A.R.T. Goals

<p>S- Specific</p>	<p>A specific goal has a much greater chance of being met than a general goal. To set a specific goal you must answer the five “W” questions: Who? What? Where? When? Why? Is the targeted result clear? HINT: A result is not an activity.</p>
<p>M – Measurable</p>	<p>Establish concrete criteria for measuring progress toward meeting each goal you set. To determine if your goal is measurable, ask these questions: How much? How many? How will I know when it is accomplished? What are the indicators of observation or measure (qualitative or quantitative) ?</p>
<p>A – Attainable</p>	<p>Set a goal that can be met by the employee based on his or her knowledge, experience, abilities and skills. Ensure that the employee has all the necessary resources to reach the goal. The goal should be neither beyond normal reach nor below standard performance. Goals that are set too high or too low become meaningless, and employees naturally come to ignore them.</p>
<p>R – Relevant and realistic</p>	<p>Establish goals that contribute to implementing the University of Ottawa’s Destination 20/20 strategic plan. Relevant goals shape employee performance and bring the University closer to its vision. To be realistic, a goal must be one toward which both the supervisor and the employee are willing and able to work.</p> <p>HINT: Do we have the resources for achieving it? Can the constraints be overcome? Is it stimulating? Am I responsible for the result in my function?</p>
<p>T – Timely</p>	<p>Goals must have a starting point, an end point and a time limit for attainment. Commitment to deadlines helps the employee to focus on attaining the goal on or before the due date. Goals without deadlines or schedules for completion tend to be overtaken by the day-to-day crises that invariably arise in any position. HINT: A date or period of achievement should always be specified. Is the schedule realistic?</p>