S.M.A.R.T. Goal Checklist

- (S) Does the goal focus on a specific area?
- (S) Is the goal written using concrete language?
- (S) Does the goal begin with an action verb? (to + verb)
- (M) Can progress be measured for the goal? Is the progress:
  - Numeric or descriptive?
  - Quantitative?
  - Qualitative?
  - Financial?
  - Constrained by time?
- (A) Is the goal a “stretch”, yet still within the employee’s control?
- (A) Is the goal sufficiently and reasonably limited in scope?
- (R) Does the goal measure actual outcomes or results, not activities?
- (R) Do the results include products, deliverables, or accomplishments?
- (R) Is the goal supportive of and directly relevant to the University and the school/unit’s mission and goals?
- (T) Has a reasonable timeframe been identified?
- (T) Is it necessary to identify interim steps or have a plan to monitor progress?