**Giving Effective Feedback: SMART Goal Development**

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| Goal: |
| 1. **Specific**. What will the goal accomplish? Why will the goal be accomplished? |
| 1. **Measurable.** How will you measure whether or not the goal has been reached (at least two indicators)? |
| 1. **Achievable.** Is this possible? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will you still be able to perform your usual functions while moving toward this goal? If not, where will that work go? |
| 1. **Results-focused.** What is the benefit to the organization of accomplishing this goal? How will it impact the people you serve or support? |
| 1. **Time-bound.** What is the established completion date? Does this date allow for at least two things to not go according to plan? |
| Revised Goal: |