

## Developing S.M.A.R.T Objectives

Typically, **Goals** are multi-year and broad in scope. You contribute to goals. You rarely ever fully achieve them.

**Objectives** are shorter term (often annual), more concrete and specific. Achieving your objectives moves you towards contributing to the broader goals. Objectives are more closely related to specific desired changes.

So what are SMART objectives?

**Specific:** Targeted and understandable

**Measurable:** Quantifiable indicators

**Achievable:** Given current skills and resources

**Resonant and Relevant:** Important to you and ANR

**Time-bound:** Clear “due” target



Use the table to help you develop SMART objectives

Should be...	Because they...	Assess
<b>Specific</b>	Describe a particular desired accomplishment	Is the objective specific? Does it state specific actions and results to be accomplished?
<b>Measurable</b>	Produce quantifiable benefits	Can performance be measured in terms of quality, quantity, cost, etc.?
<b>Achievable and realistic</b>	Are possible to accomplish	Can the objective be achieved given other priorities and existing resources?
<b>Relevant</b>	Serve a higher purpose	Is it aligned with other objectives?
<b>Time-Bounded</b>	Have a time target for completion	Have you specified a completion date?