

Developing S.M.A.R.T Goals Annual Assessment

S.M.A.R.T goals are:



<u>S</u>pecific	What do we want to accomplish? Why: Specific reasons, purpose or benefits of accomplishing the goal Who: Who is involved? Which: Identify requirements (essential attributes) and obstacles
<u>M</u>easurable	Need to establish concrete criteria for measuring progress toward the attainment of the goal Measurable goals use active verbs (Bloom’s Taxonomy) to describe expectations Measuring progress helps you stay on track, reach target dates, and experience continuous improvement Guiding questions: How much are we looking for? How many are we seeking? How will I know when it is accomplished?
<u>A</u>ttainable	What is the importance of this goal? How to make it attainable may require new skills or a change. Think about this in terms of if you have the tools/skills required for this goal. If not, how do you get there? Question whether this is something you can achieve with your time and resources.
<u>R</u>elevant	Does this align with your department’s mission? Does it align with Amarillo College institutional goals?
<u>T</u>imely	Set milestone dates and targets for completion. You need realistic timelines when accomplishing and assessing your goal. Ask Institutional Effectiveness regarding deliverables and a timeline if you are unsure. It’s useful to define at the onset of goal-setting, the time constraints (if any) that you are dealing with.