

SMART Goals

by Sophia Tutorial



WHAT'S COVERED

This lesson will explore SMART goals. Specifically, it will cover:

1. SMART Goals
2. Reflect

1. SMART Goals

SMART is an acronym to give criteria to guide in the setting of objectives.

➞ **EXAMPLE** Employee-performance management and personal development may be some criteria for creating goals in project management.

SMART goals are statements of the important results you are working to accomplish. SMART goals are also designed in a way to foster a clear and mutual understanding of what constitutes expected levels of performance and successful professional development.

Letter	Name	Key Questions
S	Specific	What will be accomplished? What exactly should you be doing to achieve the goal?
M	Measurable	How will you know when the goals have been completed? How will you track your progress?
A	Actionable	Is the goal doable? Who is going to help you with your goals?
R	Relevant	How does the goal align with broader goals? What skills and resources do you need to achieve each of your three goals? Why is the result important?
T	Time-Bound	What is the time frame for accomplishing the goal? What are the specific dates or time periods you will use as a checkpoint for each of your goals?

2. Reflect

Think of a professional or personal goal you may have. It can be related to developing effective teams or any other areas of improvement at your workplace.



Download the following SMART Goals worksheet and answer each question. When you are finished, share amongst your coworkers or supervisors the goal you came up with.

 [SMART Goals Worksheet](#)

Authored by Kerrie Roberson, DHA, MBA, MSN, BSN, RN-BC, CMSRN, WAAD

Support

If you are struggling with a concept or terminology in the course, you may contact **NurseLeaderSupport@capella.edu** for assistance.

If you are having technical issues, please contact **learningcoach@sophia.org**.