



Date: \_\_\_\_\_

## SMAART Goals

Goal setting provides a focus that drives success. When properly formulated, goals can drive us to achieve more than we would have without setting goals. Goals increase motivation and performance, reduce stress that can occur when expectations are unknown, and improve the accuracy of performance evaluations. When we know exactly **what** to do (what our goal says) and **how** to do it (knowing the plan), then our goals get accomplished.

Print this document and use it for your orientation. You and your preceptor should fill it out together.

<b>Development Need</b> Competency or skill to complete or improve.	<b>Specific</b> Clear, concise answer to what it is you want to achieve.	<b>Measurable</b> How will you measure your goal to know if progress has occurred?	<b>Attainable</b> What about this goal will push you to achieve more than you have before?	<b>Action Oriented</b> What action will you do to make this goal achievable?	<b>Results Oriented</b> How will this directly relate to your job or what is the end result?	<b>Time-Phased</b> Goal should clearly answer the question "by when?"

SMAART Goal Statement: \_\_\_\_\_

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Revise goals weekly or bi-weekly with your preceptor. Fill in a new sheet every two weeks.

Make a copy for yourself and one for your manager or educator to put in your file.

This will help you track your progress.

