

## Ensure Performance Goals are: **SMART**

**S**pecific  
**M**easurable  
**A**ttainable  
**R**elevant  
**T**ime-Bound

- Conduct performance planning session with the employee
- Clarify the performance review cycle
- Determine and agree on Performance Goals/Plan of Work that align with division/college goals
- Goals must clearly define the end results to be accomplished
- Goals should be challenging but attainable to motivate performance
- Determine performance metrics with employee input
- Goals should be set in no more than 3-5 areas – attempting to achieve too many different goals at once will impede success

# SMART Goal Employee Example

- Goal: Improve PowerPoint presentation skills
- Description: To grow in my career, I need to improve my PowerPoint skills.
- By taking online classes and reviewing tutorials, I'll improve my PowerPoint skills so that it only requires 25% of my work time.
- Complete an online PowerPoint course in three months.
- Deadline: Next employee review in six months.

# Create a **SMART** Goal: Improve PowerPoint Presentation Skills

- **Specific:** I received low marks on my ability to use PowerPoint at my last performance review. Improving my skills requires that I learn how to use PowerPoint efficiently and practice using it by creating various presentations. I'd like to be more proficient using PowerPoint in time for my next review in six months.
- **Measurable:** By the time of my next review, I should be able to create presentations that incorporate graphs, images, and other media in a couple of hours. I should also be able to efficiently use and create templates in PowerPoint that my coworkers can also use.
- **Achievable:** Improving my PowerPoint skills is instrumental in moving forward in my career and receiving a better performance review. I can set time aside every week to watch PowerPoint tutorials and even enroll in an online class that can teach me new skills. I can also ask coworkers and my manager for PowerPoint tips.
- **Relevant:** Working with PowerPoint is currently 25% of my job. As I move up in the company, I'll need to spend 50% of my time creating PowerPoint presentations. I enjoy my career and want to continue to grow within this company.
- **Time-Bound:** In six months, I should be proficient in PowerPoint, ensuring it only occupies 25% of my workload instead of the nearly 40% of the time it occupies now.

# Partner Activity

Smart Goal Sentence:

By, [WHEN], [WHO]  
will [DO WHAT – Include measure]  
by [HOW- According to what standards/procedures]  
in order to [WHY- What is the higher-level outcome this supports]

[SMART Goal Printable PDF](#)

## SMART GOALS TEMPLATE

S	Specific	<ul style="list-style-type: none"><li>• Who is involved?</li><li>• What do I want to achieve?</li><li>• When do I need to achieve this?</li><li>• Why is the goal important?</li></ul>
M	Measurable	<ul style="list-style-type: none"><li>• How will I measure my progress?</li><li>• How will I know if my goal is achieved?</li></ul>
A	Achievable	<ul style="list-style-type: none"><li>• Will it be clear when the goal is complete?</li><li>• Is it reasonable to complete the goal in the time allotted?</li></ul>
R	Relevant	<ul style="list-style-type: none"><li>• Is this goal related to my overall success (or the success of my business/organization)</li></ul>
T	Time-Bound	<ul style="list-style-type: none"><li>• How long should it take to accomplish this goal?</li><li>• When will I check in on whether or not the goal has been completed?</li><li>• Am I ready to start work on the goal?</li></ul>