

In the space provided below, provide the goal statement, and answer to the corresponding question for each element of the SMART goal. Then in the space for "SMART Goal Description" craft two or three sentences using the responses to the questions. No fewer than three (3) SMART goals should be drafted.

**SMART Goal Statement:**

In one sentence, broadly state the goal/objective.

**S** The goal should be simply written, well-defined and clear. It is not a detailed list of how you're going to meet a goal, but it should include answers to the basic "W" questions: Who, What, Where, When, and Why?  
**Exactly what do I want to accomplish?**

**M** This is the source of information to measure or determine whether a goal has been successfully achieved. Sample data collection methods include reports, audits, tests, surveys, work product, or other document. Data types include, quality and accuracy rates, productivity rates, amounts produced, revenue generated, or customer satisfaction.  
**How will I measure my progress during and/or after?**

**A** Identify the activity and the tools or the means by which the goal will be accomplished. Examples include taking a course, attending a conference, participating in an online training, or utilizing a coach/mentor. Also, identify what support you anticipate receiving from your supervisor to complete the goal (i.e. release time, registration costs, etc.)  
**What are the logical steps I need to take?**

**R** Weigh the importance of completing the goal as it pertains to alignment with the objectives of your job, department/division, and University. Also, consider whether you have the prerequisite skills to complete the goal and if it is the appropriate time to complete the goal.  
**How is this in line with my job, my team's, my department's/division's and Furman's strategic plan and mission?**

**T** Set a target date to complete the goal. If the goal is on-going for a period of weeks or months, define what should be achieved at designated points in the process (i.e. at the 30-day mark, at the 60 day mark).  
**When will I complete this goal?**

Use the information above to create two or three sentences for the description.

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**What to do with this form:** Upon completing this form, utilizing the instructions for "**Step 3: Set Review Content (Identify Goals)**", enter the information into Workday. This can only be completed after "**Step 2: Start Performance Review**" has been completed by the Office of Human Resources. Staff members will be notified with that step has been completed.