

**S****Specific**

Well-written goals state exactly what is to be accomplished including active verbs that describe actions to be performed.

M**Measurable**

State how you are going to measure progress toward and achieve your goals using standard agreeable metrics.

A**Achievable**

Goals should be within your potential but contain stretch qualities to challenge progress.

R**Relevant**

Goals need to be relevant to your program's scope and outcome. Align goals with the mission and vision of your department, college, and university.

T**Time-Bound**

Goals need to have a start and end date for a point of reference. Set a realistic, ambitious end date for task prioritization.

S.M.A.R.T *Goals*