

## PDP : Introducing Goal Setting for Personal Growth The SMART Way to Set Goals

**MY GOAL:**

*I am going to increase my leadership skills*

### Specific

To be specific, your goal should be concrete and well-defined. It should identify what you are trying to achieve and who is responsible for completing each component of the goal.

Start by asking yourself questions like:

- What exactly do I want to do?
- Are there certain steps I should take?
- Will I be using specific resources to reach my goal?
- Will I need to work with someone else?

So, for example, if your overarching goal is to improve your leadership skills, you can make that goal **specific** by saying:

**REVISION TO INCLUDE SPECIFICITY:**

*I am going to register for and take online training courses to improve my leadership skills.*

### Measurable

A goal should also have criteria you can use to track your progress and determine when you've been successful in reaching your goal. To make your goal measurable, it can help to think about the following questions:

- How will I know when I've accomplished my goal? What are the results?
- Is there quantitative information I can include to make it easier to measure my progress?

Using the leadership training example, you can make your goal **measurable** by listing the number of courses you will take:

**REVISION TO INCLUDE MEASURABILITY:**

*I will complete four leadership courses.*

## The SMART Way to Set Goals

### Attainable

Your goal can be a challenging one, but it should still be attainable. Make sure you have the time and resources needed to realistically reach your goal by considering these factors:

- How much time out of my regular schedule will it take to complete my goal?
- Will I reasonably be able to dedicate this amount of time?
- Will any funding be required to complete my goal, and if so, will I be able to obtain it?

In the leadership training example, you can make your goal **attainable** by planning to schedule a reasonable amount of time to train:

#### **REVISION TO INCLUDE ATTAINABILITY:**

*I will dedicate one hour outside of my normal work schedule per week to complete leadership training.*

### Relevant (Includes Alignment)

To keep your goals relevant, make sure they are focused in the direction you want to go in your career. For example, if you are a nurse, you may set a goal to develop your therapeutic communication skills to improve your patient service. To find activities that are relevant to your career, consider questions like the following:

- Is this a reasonable goal for me in my current job?
- Will this goal help me move forward in my career?
- Does this goal support Agency's mission?

You can make the leadership training goal **relevant** by choosing the right level of leadership training:

#### **REVISION TO INCLUDE RELEVANCY:**

*I will take the TMS training course "[Transitioning from Technical Professional to Management](#)" to help me prepare for the transition to a management position.*

## The SMART Way to Set Goals

### Time-Bound

Finally, your goal needs a deadline to help you stay motivated. Think about how long it will take to complete your goal. Then, ask yourself questions like:

- Are there outside factors that will affect my timeline, such as objectives I'll need to complete first?
- Are there things I should be doing along the way to keep myself on track?
- Are there any upcoming events that would influence my deadline?

To make the leadership training example **time-bound**, you can include a timeline for reminders and the goal's completion date:

#### **REVISION TO INCLUDE TIMELINESS:**

*I will complete my goal before my IDP check-in with my supervisor at the end of January, and I will set a calendar reminder to check my progress on the 15th of each month.*

#### **MY REVISED GOAL:**

*I am going to register for and take four online training courses to improve my leadership skills, including the TMS training course "[Transitioning from Technical Professional to Management](#)" to help me prepare for the transition to a management position. I will dedicate one hour outside of my normal work schedule per week to complete leadership training, so that I complete this goal before my PDP check-in with my supervisor at the end of January. I will also set a calendar reminder to check my progress on the 15th of each month.*



# SMART GOAL

## FOCUSING ON

<b><u>S</u>PECIFIC</b>	<p>What Do I want?</p> <p>Why Do I Want It (Specific Reasons &amp; Benefits) WIIFM</p> <p>Who Is Involved?</p> <p>Where Will I Be Working on the Goal?</p>
<b><u>M</u>EASURABLE</b>	<p>How Much?</p> <p>How Many?</p> <p>How Will I Know when I Have Accomplished the Goal?</p>
<b><u>A</u>TTAINABLE</b>	<p>Is the Goal too Far Out of Reach?</p> <p>Is The Goal Challenging Enough?</p>
<b><u>R</u>ELEVANT</b>	<p>Does It Seem Worthwhile?</p> <p>Is This The Right Time?</p> <p>Does This Match my other needs?</p>
<b><u>T</u>IMELY</b>	<p>Is the Completion Time in Balance?</p> <p>- Reality vs. Urgency?</p>