



S.M.A.R.T. Objectives Worksheet

This sheet is a guide to help you build S.M.A.R.T. objectives. If you answer the following questions, by the end of the worksheet, you will have built an effective S.M.A.R.T. objective to use in your performance planning for Wayne LEADS.

Specific

Complete the answers to the following questions...

What will you achieve?

How will you know when it is done? (How will you know it when you see it?)

Measurable w/Measurement

Complete the answers to the following questions...

If applicable, what are the quantity expectations?

If applicable, what are the quality expectations?

If applicable, what are the frequency expectations?

If applicable, what are the cost expectations?



Achievable

Complete the answers to the following questions...

What are the knowledge, skills, abilities and experience needed to achieve the objective?

Are there available resources to achieve the objective? If so, what are they?

Are there any time factor or environmental constraints that need to be considered? If so, what are they?

Relevant

Complete the answers to the following questions...

Which University's strategic priority does it relate to?

Which department or supervisor objective does it support?

Why are you doing this?

Time-oriented

Complete the answer to the following question...

When does it need to be completed?
