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?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________