

S.M.A.R.T. OBJECTIVE DEFINITION

Specific

- Is clear, well defined, and written with precise results and outcomes in mind.

Measurable

- Includes distinct criteria for measuring progress toward achievement - numbers, percentages, rates, frequency, time, cost, etc.

Attainable

- Is realistic and the person has the necessary skills, knowledge, time, and resources to be successful.

Relevant

- Directly relates to an employee's duties and areas of responsibility and is aligned with department goals.

Time-Bound

- Sets a specific time frame or due date for completion.