

INSTITUTE OF PROFESSIONAL READINESS
CASE STUDY

IPR Executive Circle Resource

SAMPLE

SMART GOALS

Setting goals is foundational to keeping your organization, team(s), and self on track towards meaningful progress. However, if goals aren't set intentionally, it can be difficult to establish and maintain progress.

Use the "SMART" method below to ensure your goals are specific, measurable, achievable, relevant, and time bound - ultimately creating goals that will set you up for success.

S	<u>SPECIFIC</u> WHAT DO I WANT TO ACCOMPLISH?	
M	<u>MEASURABLE</u> HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?	
A	<u>ACHIEVABLE</u> HOW CAN THE GOAL BE ACCOMPLISHED?	
R	<u>RELEVANT</u> DOES THIS SEEM WORTHWHILE?	
T	<u>TIME BOUND</u> WHEN CAN I ACCOMPLISH THIS GOAL?	