DEVELOPING S.M.A.R.T. OBJECTIVES

Goals are outcomes with deadlines that the member wants to achieve. When it is time to assist the member to define how to accomplish their goal, this template can walk you through the process of developing specific, measurable, achievable, relevant, and time-bound objective(s). You can use the following tables to help you develop SMART objectives:

GOAL (what does the member want to achieve): _____

Starting point/current objective:		
Key Components		**Objective content**
Specific	What is the specific task/skill to be improved?	
Measurable	What are the standards or parameters for improvement? *use observable verbs	
Attainable	Is the task feasible for this member within the time identified? (yes or no)	
Relevant	Is this what the member wants and written in their own words (or legal rep if they do not use words to communicate)?	
Time-Bound	What is the timeframe for achievement (over the next year, within a quarter, by X date)?	
Put the objective content together for a SMART objective:		