Component Worksheet

When you write goals, you want to ensure that you include each component that will make it into a SMART goal.

Steps

1. Specific
   - Assign responsibility

2. Measureable
   - Write an action verb

3. Attainable
   - Include a performance area

4. Realistic
   - Define a measureable standard

5. Timely
   - Specify a deadline

Examples:

1. Specify John
2. Measureable will enter
3. Attainable membership database corrections
4. Realistic with 100% accuracy
5. Timely by noon on Friday each week

1. Specify Bobby
2. Measureable will contact
3. Attainable employees who have not returned benefit options
4. Realistic on three occasions by e-mail and telephone
5. Timely four weeks before their deadline date