

Metro North Health

CULTURE & ENGAGEMENT



SMART goal guide

Setting clear and actionable goals is essential for personal and professional growth. The SMART framework—Specific, Measurable, Achievable, Relevant, and Time-bound—provides a structured approach to goal setting, ensuring that your objectives are well-defined and attainable. This guide will help you create effective SMART goals by breaking down each component with key questions to consider. By using this framework, you can enhance focus, track progress, and ultimately achieve meaningful results.

Specific (What do you want to accomplish?)

1. What exactly do you want to achieve?
2. Why is this goal important?
3. Who is involved in achieving this goal?
4. Where will this take place?
5. What resources or support do you need?

Measurable (How will you track progress and success?)

1. How will you know when you've achieved your goal?
2. What indicators will you use to measure progress?
3. How many/much? (e.g., numbers, percentages, deadlines)
4. What data or evidence will show success?

Achievable (Is the goal realistic and attainable?)

1. Do you have the necessary skills and resources? If not, how can you acquire them?
2. What steps need to be taken to achieve this goal?
3. What obstacles might arise, and how will you overcome them?
4. Is this goal within your control?

Relevant (Does this goal align with your values and broader objectives?)

1. How does this goal support your personal/professional priorities?
2. Is this the right time to pursue this goal?
3. Does this goal align with organisational or team objectives?
4. Why does this goal matter to you or your organisation?

Time-bound (When will you achieve this goal?)

1. What is your deadline for achieving this goal?
2. What milestones or checkpoints will you set along the way?

V[Version] Effective: [Effective Date] Review: [Review Date]

3. What can you do today, this week, or this month to move forward?

By following the SMART framework, you can set meaningful goals that drive progress and success. Use this guide as a roadmap to turn your ambitions into achievable outcomes.