When writing your professional plan and goals for the 2021 year, remember to be SMART!

Evaluations and goal setting is an important and collaborative process. The most efficient evaluation is meaningful, specific, and uses examples. Remember when completing your professional plan and setting goals, write specific, attainable goals that outline not only what the proposed goal is but also how you will measure success of meeting that goal.

Goals are not your job duties but rather build on your duties. How will you improve your processes; how can you streamline a task; outline a project that is above and beyond your duties that you want to accomplish.

S – Specific – Your goal is direct, detailed, and meaningful

M – Measurable – Your goal is quantifiable to track progress or success, and HOW you are going to measure it

A – Attainable – Your goal is realistic and you have the tools and/or resources to attain it

R – Relevant – Your goal aligns with your company mission

T – Time-Based – Your goal has a deadline

Example:

Basic Goal: I want to raise money for my school.

SMART Goal: This year I want to raise $10,000 for my school's arts program by the end of 2020. My plan is to work with my schools advancement office to learn the best ways on fundraising and knowing what events I need to attend and how to ask for a donation in the right way. I will create a tracking workbook to enter the money raised each month and compare it to my total. To raise $10,000 by the end of the 2020 year, I need to raise approximately $833.00 per month.

Professional Development:

The University has several options for staff to attend in person or web training. Through the employee portal you can find access to SkillSoft and LinkedIn Learning. Professional Development goals can be any goal that you set that relates to developing your skills in the workplace, becoming a better co-worker, or furthering your academic aspirations.

Examples:

For Professional Development this year, I plan to use LinkedIn Learning, to complete 3 courses in my professional area, and 2 courses to update my knowledge on Word and Excel.

Performance Management SMART Goal Examples

"Soft" Skill Example

Goal	Specific Why? What? When? Where?	Measurable How will I know when it is accomplished?	Achievable Can the objectives pertaining to the goal be carried out?	Relevant How does this goal help you to meet your overall objective?	Time-bound Completed / milestones achieved by end of performance period
I want to build better relationships with my team	Encourage two-way communication with employees Decrease conflicts Learn coaching skills	Less attrition in my department Staff come to me when they have a problem Issues and conflicts are resolved	Prioritize weekly employee one on ones Take a coaching course Schedule team building activities	Better relationships will help our department reach our overall department goal of increased student satisfaction and quality programming	All training and team building activities will be completed within the next 6 months
SMART Goal: Through increasing communication and team building, I will build better relationships with my team. I will take training to gain the needed coaching skills and prioritize weekly one on one meetings. I will also schedule 2 team building sessions. All these initiatives are to be completed by December 2019. Based on these efforts employees will be proactive in discussing issues with me and problems will be resolved efficiently which will ultimately lead to less attrition in my department.					

Performance Management SMART Goal Examples

"Hard" Skill Example

Goal	Specific Why? What? When? Where?	Measurable How will I know when it is accomplished?	Achievable Can the objectives pertaining to the goal be carried out?	Relevant How does this goal help you to meet your overall objective?	Time-bound Completed / milestones achieved by end of performance period
Reduce student financial aid issues	Eliminate mistakes in financial aid processing Conduct additional training on software and processes	Reduce processing time by 25% Reduce number of student complaints by 10%	Take additional training on software and processes Identify efficiencies to reduce processing time	Increase in student satisfaction and ensure funding is in place for subsequent semesters	All training will be done within the next 3 months and progress will be tracked over the next 6 months
SMART Goal: Through training and identifying process improvement regarding new financial aid program, I will be able to reduce processing time by 25% and reduce student complaints by 10%. Training and process improvement will occur over the next 3 months and on-going progress will be monitored for 6 months and reviewed with my supervisor. Reducing processing time and student complaints will increase student satisfaction and ensure they have funds available for educational costs..					

Your SMART Goal

Specific
What exactly will you accomplish?
Use the five Ws of who, what, when, where and why.

Measurable
How will you know when you reach this goal?
Don't hesitate to include a number as part of the criteria. How much? How often? How many?

Achievable
Is achieving this goal realistic with effort and commitment?
Consider the resources available to accomplish this goal. Are you motivated to achieve the goal?

Relevant
Why is this goal significant in your work / position?
What do you ultimately want to achieve?

Time Bound
What are the specific target dates and deadlines required to accomplish this activity?
When do we want to have it completed?

SMART Goal & Plan of Action

Specific	
Measureable	
Achievable	
Relevant	
Time Bound	

Target Date	Action Step	Notes