

# Training: Developing SMART Goals

- Learning Outcomes
  - What should you know and be able to do by the end of the training session?
  - By the end of the training session participants will have knowledge of the five parts of SMART goals and be able to develop a SMART goal for use as a Coast Guard Auxiliarist.

S	M	A	R	T
<b>Specific</b>	<b>Measurable</b>	<b>Achievable</b>	<b>Relevant</b>	<b>Time-bound</b>
- State what you'll do - Use action words	- Provide a way to evaluate - Use metrics or data targets	- Within your scope - Possible to accomplish, attainable	- Makes sense within your job function - Improves the business in some way	- State when you'll get it done - Be specific on date or timeframe



# What is a SMART Goal?

**S**

## Specific

- State what you'll do
- Use action words

**M**

## Measurable

- Provide a way to evaluate
- Use metrics or data targets

**A**

## Achievable

- Within your scope
- Possible to accomplish, attainable

**R**

## Relevant

- Makes sense within your job function
- Improves the business in some way

**T**

## Time-bound

- State when you'll get it done
- Be specific on date or timeframe



# SMART Goals: Specific:

- Should be clear, specific and focused
  - What do I want to accomplish?
  - Why is this goal important?
  - Who is involved?
  - Where is it located?
  - Which resources or limits are involved?
- E.g. By the end of the fiscal year flotilla 56 will have 3 new active members who have reached BQ status.



# SMART Goals: Measurable

- Allows tracking of progress to maintain focus and stay motivated.
  - What are my key performance or results indicators or the best reflection of success?
  - How much?
  - How many?
  - How will I know when it is accomplished?
- E.G. % of growth (10% of 30), raw numbers (3), comparisons (?).



# SMART Goals: Achievable

- Attainable, realistic and reasonable to be successful.
  - What is required to achieve the goal and do I have the KSAs and resources needed?
  - How can I accomplish this goal?
  - How realistic is the goal, based on other constraints, such as financial factors?
- E.g. Is 3 new active members achievable?  
Too many, too few, what about active?



# SMART Goals: Relevant

- Ensuring goals matter and aligns with other relevant goals.
  - Does this seem worthwhile?
  - Is this the right time?
  - Does this match our other efforts/needs?
  - Am I the right person to reach this goal?
  - Is it applicable in the current socio-economic environment?
- E.G. Are 3 new active members important to the future of Flotilla 56?



# SMART Goals: Time Bound

- Goals need a target date and a deadline to focus on and something to work toward.
  - When?
  - What can I do six months from now?
  - What can I do six weeks from now?
  - What can I do today?



# SMART Goals

- By the end of the fiscal year flotilla 56 will have 3 new active members who have reached BQ status.
- Specific?
- Measurable?
- Achievable?
- Relevant?
- Time Bound?

