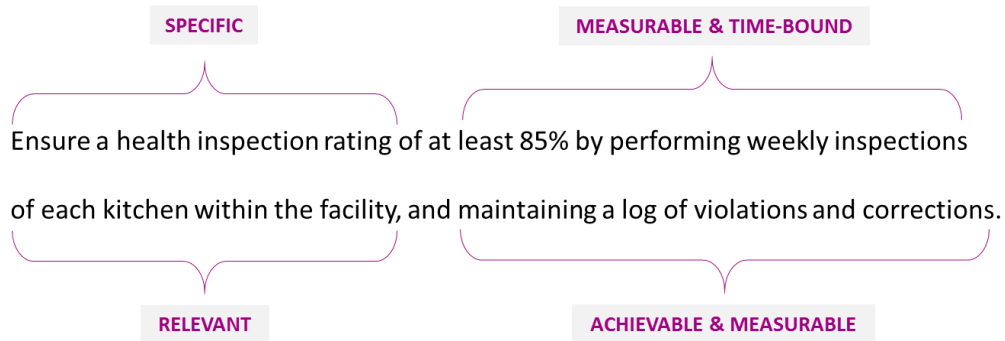


## Defining and Writing SMART Goals - Basic

This tool presents three examples of how SMART goals can be drafted by identifying and incorporating every element of the 'SMART' model acronym into goal development. With SMART goals, you are creating a road map with a destination that is "reachable" but also significant to the individual and the Agency.

Ex. 1: **Ted is a Food Service Supervisor with a goal of maintaining a good health inspection rating.**



Ex. 2: **Phyllis is a Transportation Specialist; here is one of her goals:**



Ex. 3: **Angela is Training Specialist with a goal of developing comprehensive training curriculums.**



Effective use of SMART goals helps to align an employee's goals with those of the Agency, and it provides specific direction for an employee's path to achievement.

