

Specific

- Describe the desired outcome as precisely as possible. What? Why? How?

Measurable

- Numerical or qualitative if possible; clear milestones to determine progress.

Attainable

- Stretch goals + real effort + resources + knowledge + time = accomplished

Results-Oriented

- *Results* over activities or tasks. Use action verbs. *Relevant* to broader goals.

Time Bound

- When? How often?

Action Verbs to Consider for Writing SMART Goals

Add	Create	Generate	Operate	Speak
Advance	Criticize	Give	Perform	Show
Alter	Deduce	Hold	Pick	Sketch
Analyze	Define	Identify	Plan	Solve
Annotate	Demonstrate	Illustrate	Point	Sort
Apply	Derive Design	Implement	Predict	Specify
Appraise	Determine	Include	Produce	Spell
Arrange	Differentiate	Integrate	Project	State
Assign	Discriminate	Interpret	Propose	Strike
Assay	Dissect	Judge	Quality	Subtract
Assess	Distinguish	Justify	Quantity	Summarize
Calculate	Divide	Label List	Quote	Support
Canvass	Draw	Locate	Rate	Synthesize
Change	Earn	Make	Read	Take care
Check	Employ	Manipulate	Recite	Teach
Choose	Estimate	Match	Recruit	Tell
Classify	Evaluate	Mobilize	Referee	Test
Collect	Exercise	Modify	Repeat Restate	Touch
Combine	Exert	Multiply	Reveal	Transfer
Compare	Expand	Name	Revise	Transform
Compose	Extrapolate	Negotiate	Section	Translate
Contrast	Find	Offer	Select	Use
Convert	Form	Omit	Separate	Weigh
Coordinate				Write