

SMART Objective Building Worksheet

Step 1: Objective Category

- ☐ Service
- ☐ Professional Development, Scholarship, Research, Creative Endeavors
- ☐ Teaching/Clinical
- ☐ Academic Student Support/Teaching
- ☐ Administrative/Other

Step 2: Draft Your Objective

Write your initial idea for the objective:

Step 3: Build Your Objective

S - Specific	<ul style="list-style-type: none">• What exactly do I want to accomplish?• Who will be involved?• Where will this take place?	Notes:
M - Measurable	<ul style="list-style-type: none">• How will I track progress?• What evidence will show progress?	Notes:
A - Achievable	<ul style="list-style-type: none">• Is this goal realistic given my current workload and resources?• What steps will I take to achieve this objective?	Notes:
R - Relevant	<ul style="list-style-type: none">• How does this objective align with my role, department or College priorities?• Why does this objective matter?	Notes:
T - Time-Bound	<ul style="list-style-type: none">• When will I complete this objective?• Are there milestones or checkpoints along the way?	Notes:

Step 4: Final SMART Objective

Combine your responses into a clear and concise statement:

Step 5: Action Plan

List key actions and resources needed for this objective to be successful:

Action Step	Resources Needed	Deadline/Checkpoint

Step 6: Reflect

- What could cause delays in starting or completing this objective?
- What is my 'emergency plan' to overcome roadblocks?
- Do I have my dean's support for this objective?