

# SMART Goal Statement

The goal statement helps to identify a measurable goal that is to be achieved during a given time period.

S	<b>Specific</b>	Identify the exact process you are targeting, including what/who is included or specifically excluded.	
M	<b>Measurable</b>	Identify at least one or more specific measurement that will tell you change was an improvement.	
A	<b>Attainable</b>	Ensure the improvement can be completed in the time allotted with the resources available.	
R	<b>Relevant</b>	Ensure the project is strategically aligned and the appropriate parties are accountable to the work.	
T	<b>Time-Bound</b>	Always include the deliverable or end date.	