



TEAM **LEADER** TOOLS

Team SMART Goals



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Team SMART Goals Tool

Overview

What and Why

Team goals help to create focus and enable the team to work in unison toward desired results. SMART goals are Specific, Measurable, Attainable, Relevant, and Timebound.

How

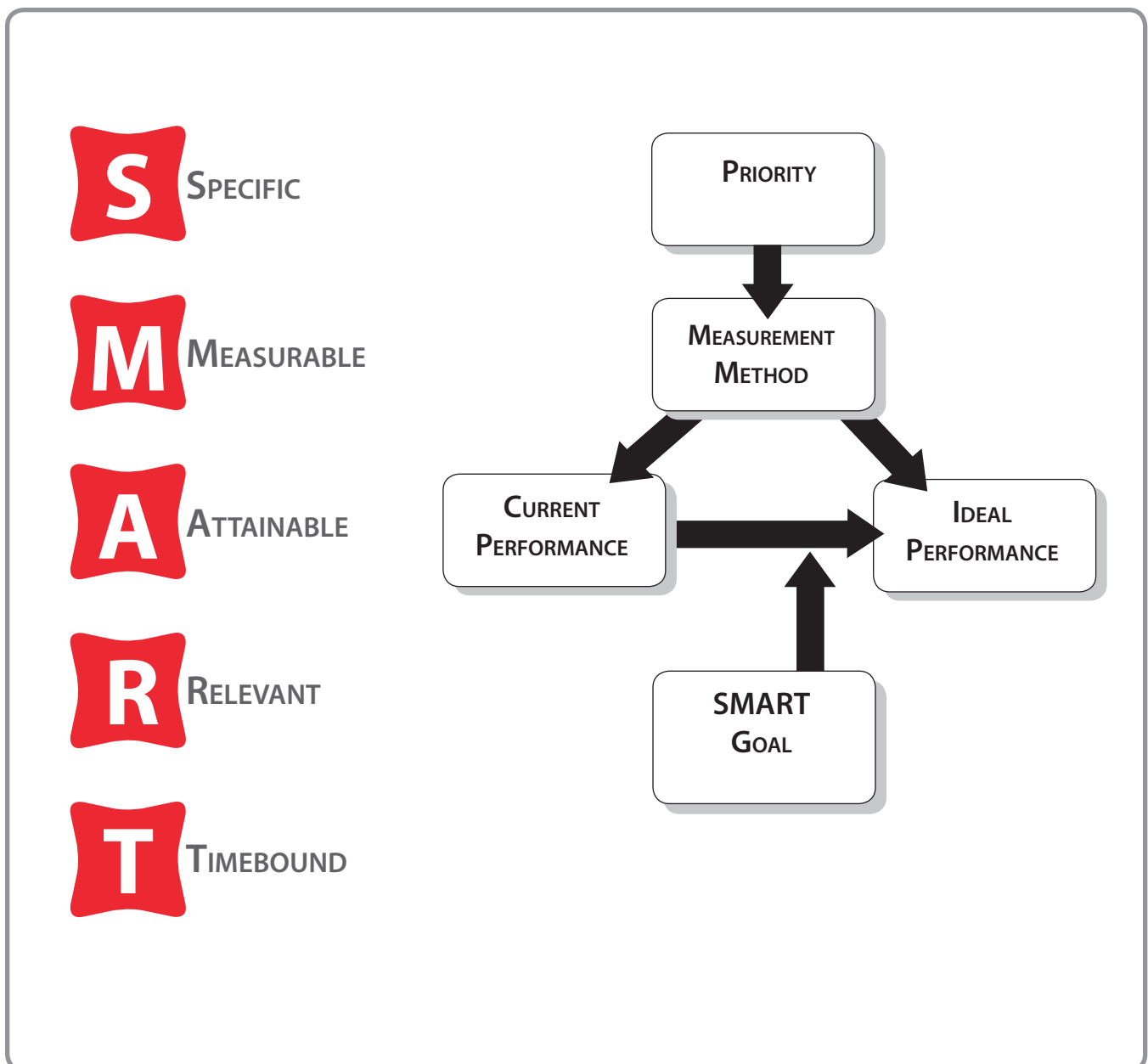
The following key actions can help you define and use SMART Goals.

1. Help your team grasp the idea of setting goals and ensuring that they are Specific, Measurable, Attainable, Relevant, and Timebound.
2. Help your team identify the 3 to 5 top priorities of the team. What is most important for the team to accomplish? Think in terms of Safety, Quality, Productivity, Cost Efficiency, and Morale.
3. Use the SMART Goal Clarification Worksheet to
 - a) identify a measurement method for each priority
 - b) use the measurement method to define both current performance and ideal performance
 - c) use the measurement method to define a SMART Goal for that priority.
4. Use the SMART Goal Checksheet to make sure that your goal is Specific, Measurable, Attainable, Relevant, and Timebound.
5. Use your team's SMART goals to drive and measure your team's ongoing success.



Team SMART Goals Model

SMART goals help teams focus on and achieve higher levels of sustained success.





SMART Goal Clarification

Worksheet

Use this worksheet to translate team priorities into team goals that are Specific, Measurable, Attainable, Relevant, and Time Bound. This worksheet can also help you clarify current performance and ideal performance.

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graph TD; TP[Team Priority] --> MM[Measurement Method(s)]; MM --> CP[Current Performance]; MM --> IP[Ideal Performance]; SG[SMART Goal] --> CP; SG --> IP; CP --> IP;
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The diagram is a flowchart within a large rounded rectangle. At the top is a box labeled "Team Priority". A downward arrow points to a box labeled "Measurement Method(s)". From "Measurement Method(s)", two downward arrows point to two separate boxes: "Current Performance" on the left and "Ideal Performance" on the right. Below these two boxes is a large box labeled "SMART Goal". An upward arrow points from "SMART Goal" to "Current Performance", and another upward arrow points from "SMART Goal" to "Ideal Performance". A horizontal arrow points from "Current Performance" to "Ideal Performance".



SMART Goal

Checksheet

Write your goal here.

Use the SMART Goal Criteria below to ensure that your goal is Specific, Measurable, Attainable, Relevant, and Time Bound.

SMART CHECK: Check your goal against the SMART criteria.



SPECIFIC

- Does the goal help you focus on a specific result or behavior?
- Is it clear who is responsible for the goal?
- Is the goal free from vague or confusing language?



MEASURABLE

- Is there a clear method for measuring progress?
- Is there a target that indicates what is required to meet the goal?
- Is it clear what is required to exceed the goal?



ATTAINABLE

- Can the goal be reached through sustained and consistent effort?
- Is the goal's timeframe realistic?
- Is it possible to exceed the goal's target?



RELEVANT

- Does the goal focus on desired results?
- Will the goal contribute to customer needs, business priorities, and team success?
- Is it clear to you why the goal is important at this time?



TIME BOUND

- Does the goal specify a deadline, time period, and/or frequency requirement?
- Does the timing allow for the goal to be achieved when results will be at greatest value?

Rewrite the goal below if necessary.

