

SMART Objectives Checklist

- **Specific** – Does the objective reference a discrete achievement?
- **Measurable** – Does the objective have a measurable outcome with an identified metric?
- **Attainable** – Is it possible to achieve the objective given constraints?
- **Relevant** – Will the objective lead to the desired results – meet the desired goals?
- **Time-bound** – Is there a date by which the objective will be reached?