Goal-Setting
Overview

Minimal Requirements:

3 Operational / Results Goals

Cascaded from Service Line, Department, School, etc.

- Aligned to the key priorities of the organization; discussed and cascaded down through the Service Line, Department, etc. Reference the Work Plan, Balanced Scorecard, or other pertinent resources.
- Think about your whole job and the broad areas ("buckets") of responsibility or results
- Be specific and clear enough to measure success
- Include ongoing responsibility and new projects, assignments, priorities, or initiatives
- 1 of 3 goals could be focused on your Professional Development*
    - Focus on learning – learning is key to performance
    - Relevant for everyone, regardless of responsibility, tenure, or career aspirations
    - Help stay current, hone skill sets, and re-ignite passion within existing responsibilities
    - Help develop a new set of skills and knowledge base in order to grow

*mandatory for ALL nursing roles in ALL settings

SMART Goal Criteria:

Specific	How and why will the goal be accomplished?
Measurable	How will you measure whether the goal has been reached?
Aligned	What behavior or deliverable will change?
Relevant	What is the reason, purpose, or benefit of accomplishing the goal?
Time Bound	What is the specific timeframe to accomplish the goal? (Start, frequency, end)

Specific (What will you do?)

Administer	Manage
Coordinate	Oversee
Create	Plan
Develop	Produce
Direct	Provide
Establish	Supervise
Evaluate	Support
Generate	Transition
Implement	Update
Maintain	Write

Measurable (How will you measure the goal?)

Amounts produced	Other documentation
Audits, tests, inspections	Productivity rates
Automated reports	Quality/accuracy rates
Costs reduced	Revenue generated
Customer satisfaction	Surveys
Feedback logs	Time saved
Observation	Turnaround time
Other "stakeholder" feedback	Work products

Goal-Setting
Worksheet

Operational / Result or Job Specific Outcomes [improving results within one or more job responsibility] or

Professional Development [expanding knowledge in areas of interest with connection to your current role]

Broad Goal	
Specific	
Measureable	
Aligned	
Relevant	
Time Bound	

Meets Measurement		Exceeds Measurement	