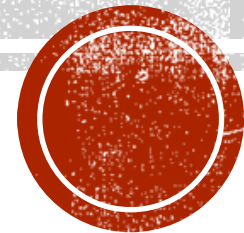


# APPLYING THE SMART FRAMEWORK

Welcome! Open the chat and introduce yourself by writing your name and department!





# MEET THE FACILITATOR

- 20 years of experience in HR Talent Management
- Faculty at XYZ University
- Award winning writer





**S**  
**G**

**SPECIFIC**

- State what you'll do
- Use action words



**M**  
**O**

**MEASURABLE**

- Provide a way to evaluate
- Use metrics or data targets



**A**  
**A**

**ACHIEVABLE**

- Within your scope
- Possible to accomplish, attainable



**R**  
**L**

**RELEVANT**

- Makes sense within your job function
- Improves the business in some way



**T**  
**S**

**TIME-BOUND**

- State when you'll get it done
- Be specific on date or time frame





# SPECIFIC



STATE **WHAT** YOU WILL  
DO



USE **ACTION** WORDS





# **MEASURABLE**



**PROVIDE A WAY TO  
EVALUATE IT**



**USE METRICS OR DATA  
TARGETS**





**ACHIEVABLE**



**WITHIN SCOPE**



**POSSIBLE TO ACCOMPLISH,  
ATTAINABLE**





**ELEVANT**



**RELATES TO JOB  
FUNCTION**



**IMPROVES THE  
BUSINESS IN SOME WAY**





# TIME BOUND



**HAVE A DEADLINE**



**BE SPECIFIC ABOUT  
DATE AND TIME**

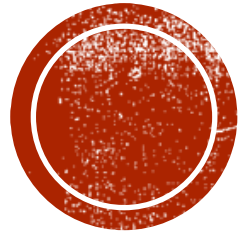




# POLL QUESTION 1: SMART OR NOT SMART

**I will improve my listening skills by repeating what the other person has said occasionally.**





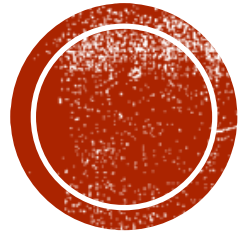
# NOT SMART

Let's Debrief

# POLL QUESTION 2: SMART OR NOT SMART

**Decrease spending by 20% in the next year by making coffee at home instead of going to the coffee shop.**





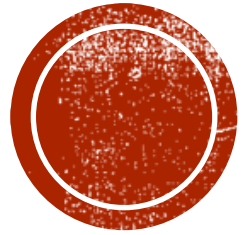
**SMART**

Let's Debrief

# POLL QUESTION 3: SMART OR NOT SMART

**Increase networking with peers by the end of the year.**





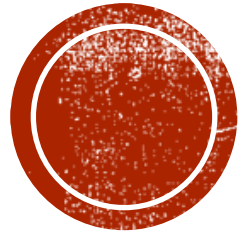
# NOT SMART

Let's Debrief

# **BREAKOUT DISCUSSION: MAKE IT SMART!**

**I'd like to improve my communication skills.**





# DEBRIEF

How did you make the goal SMART?

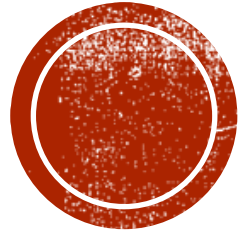




# HELP AND RESOURCES

- Contact your HR Business Partner
- Search the website for job aids and articles
- Use the goals template





**THANK YOU!**

