



Sci.bio

SMART Goals

2023

What are SMART Goals

- S - specific
- M - measurable
- A - Attainable
- R - relevant
- T - time-bound



How to write a SMART goal

When writing a goal, think about what you want to accomplish.

Consider this a the mission statement for your goal. This isn't a detailed list of how you're going to meet a goal, but it should include an answer to the popular 'w' questions -

who, what, when, where, which and why

What metrics are you going to use to determine if you meet the goal?

This makes a goal more tangible because it provides a way to measure progress.

Tying SMART Goals to Sci.bio's values

Shout out to Nectar award winners for exhibiting Sci.bio's values in there daily work!

Collaborative - Mike

Customer focused - Danielle & Aly

Team Spirit - Anna

Self motivated - Lauren

Grit - Lauren

Entrepreneurial - Carter, Carla, Janel & Kay

Curiosity - Martha

Founders Club Awards

Top biller club - Mike & Laura

Rising stars - Lauren, Martha & Janel

Client performance - Carla, Sahana, Jim & Danielle

Cornerstone performer - Allison, Stacy & Carter

S



SPECIFIC

What do I
want to
accomplish?

Specific

- Make sure your goals are focused with tangible outcomes
- What will be accomplished
- Who, if needed, should be involved and have you connected with them on this
- What is the reason of this goal
- Are there any potential obstacles

M



MEASURABLE

How will I
know when it is
accomplished?

Measurable

- How do you plan to track this goals progress
- What is the timeline to complete the goal, does it need milestones
- Does the goal need an action plan

A



ACHIEVABLE

How can
the goal be
accomplished?

Achievable

- Is this a goal you can accomplish
- If not, what would it take to attain them
- Do you have the tools needed
- Your goals are meant to inspire not discourage

R



REALISTIC

Does this
seem
worthwhile?

Relevant / Realistic

- Does your goal align with your job responsibilities
- Does this goal align with the overall business objectives
- Is this relevant to your long term career goals

T



TIMEBOUND

When can I
accomplish
this goal?

Time-Bound

- Does your goal have realistic timing to be completed
- Providing time constraints also creates a sense of urgency
- Ask specific questions about the goals deadline and what can be accomplished within the time period

Smart Goal Example

Goal: I want to improve my performance

- **Specific:** I received low marks on my ability to use PowerPoint at my last performance review. Improving my skills requires that I learn how to use PowerPoint efficiently and practice using it by creating various presentations. I'd like to be more proficient using PowerPoint in time for my next review in six months.
- **Measurable:** By the time of my next review, I should be able to create presentations that incorporate graphs, images, and other media in a couple of hours. I should also be able to efficiently use and create templates in PowerPoint that my coworkers can also use.
- **Achievable:** Improving my PowerPoint skills is instrumental in moving forward in my career and receiving a better performance review. I can set time aside every week to watch PowerPoint tutorials and even enroll in an online class that can teach me new skills. I can also ask coworkers and my manager for PowerPoint tips.
- **Relevant:** Working with PowerPoint is currently 25% of my job. As I move up in the company, I'll need to spend 50% of my time creating PowerPoint presentations. I enjoy my career and want to continue to grow within this company.
- **Time-Bound:** In six months, I should be proficient in PowerPoint ensuring it only occupies 25% of my workload instead of the nearly 40% of the time it occupies now.

Smart Goal Template

SMART Goal

Initial Goal	Write your goal here.
S Specific	Your goal should be well defined, detailed and clear.
M Measurable	Is your goal measurable? You should be able to tell when you reach your goal.
A Achievable	Can you reach the goal, taking into account your available time, skills, and financial status?
R Realistic	Is your goal realistically achievable within the given time frame and with the available resources?
T Timely	Set a start and finish date for your goal. Start Date: _____ Finish Date: _____
SMART Goal	Revise your goal based on the answers to the questions above.

Action Plan

What steps do you need to take to get you to your goal?

Action Items	Expected Completion Date	Actual Completion Date

Potential Obstacles and Solutions

Potential Obstacles	Potential Solutions

Write a goal and
discuss as group



How to keep your SMART goal a priority

Where is best for you to keep this a priority:

- Post it on the fridge?
- Calendar reminders?
- Accountability partner?

How will you keep track of your progress through the year without letting this be something you set and then forget or drop of your working checklist?

How will you celebrate & recognize completion?

Keep record of your success and celebrate the wins, both big and small.

How will you celebrate your completion of the goal?

- Send an email to yourself
- Post to LinkedIn
- Add to your resume