

The S.M.A.R.T. Performance Standard Organizer (Part 1)

Complete this template to practice refining goals into specific and targeted performance standards.

Step 1: Create your goals.

Goals are aims or desired results for an individual, team, or organization. They serve as general targets against which individuals and teams can measure their performance and progress. Create at least three goals related to your role as a leader in your current position.

Goal #1:

Goal #2:

Goal #3:

Goal #4:

Goal #5:

S.M.A.R.T. Performance Standards

Performance standards should be specific, measurable, attainable, results-oriented, and time-framed. A description of each element of S.M.A.R.T. is below.



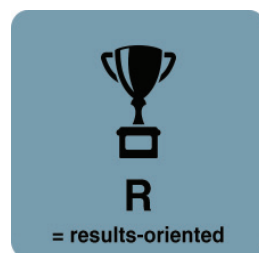
Describes what exactly needs to be done.



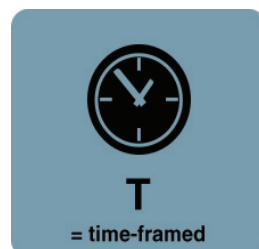
Defined quantities are specified.



Standards have been met before or can be.



Stated in terms of output.



There is a definite completion time.

Action Verbs

A well-constructed, S.M.A.R.T.-based performance standard must contain a clearly defined action so that those who are expected to perform the work know exactly what is to be done.

Action verbs that describe an observable, measurable objective are used to write clear objectives. The following is a list of some acceptable action verbs typically used in writing S.M.A.R.T.-based performance standards:

Account	Design	Name
Acquire	Determine	Notify
Adjust	Develop	Obtain
Administer	Distribute	Prepare
Analyze	Establish	Produce
Arrange	Evaluate	Reduce
Assemble	Forecast	Research
Audit	Formulate	Review
Build	Generate	Sell
Calculate	Identify	Specify
Check	Implement	Submit
Collect	Improve	Survey
Compile	Increase	Train
Conduct	Issue	Update
Create	List	Write

Verbs such as *to know*, *to understand*, *to appreciate* and *to enjoy* are easily misinterpreted. We refer to these as “fuzzy” verbs. These are not acceptable verbs for objectives because they are unclear and cannot be measured or observed. Verbs such as *to write*, *to improve*, *to produce* or *to develop* provide little chance of misinterpretation.

The S.M.A.R.T. Performance Standard Organizer (Part 2)

Look back at the goals that you wrote on page 1. Below, write out at least one S.M.A.R.T. performance standard for each of your goals.

Goal #1:

-
- ☐ Specific:
 - ☐ Measurable:
 - ☐ Attainable:
 - ☐ Results-oriented:
 - ☐ Time-framed:

Performance Standard:

Goal #2:

-
- ☐ Specific:
 - ☐ Measurable:
 - ☐ Attainable:
 - ☐ Results-oriented:
 - ☐ Time-framed:

Performance Standard:

Goal #3:

-
- ☐ Specific:
 - ☐ Measurable:
 - ☐ Attainable:
 - ☐ Results-oriented:
 - ☐ Time-framed:

Performance Standard:**Goal #4:**

-
- ☐ Specific:
 - ☐ Measurable:
 - ☐ Attainable:
 - ☐ Results-oriented:
 - ☐ Time-framed:

Performance Standard:**Goal #5:**

-
- ☐ Specific:
 - ☐ Measurable:
 - ☐ Attainable:
 - ☐ Results-oriented:
 - ☐ Time-framed:

Performance Standard:

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