

## SMART Goals Worksheet

The SMART goals framework is built for strategic goal-setting to help you identify concrete and measurable goals within your action plan. Use the questions provided in the worksheet below to create specific, measurable, achievable, relevant and timely goals to support the implementation of your mental health and wellbeing action plan.

<b>Specific</b>	<p>What do you want to achieve?</p> <p>Why do we want to accomplish this?</p> <p>What are the requirements?</p> <p>What are the constraints?</p> <p>Who needs to be involved to accomplish this goal?</p>	
<b>Measurable</b>	<p>How can we measure progress?</p> <p>How will we know if we have successfully met our goal?</p>	
<b>Achievable</b>	<p>How can the goal be accomplished?</p> <p>Do we have the needed skills? If not, who does?</p> <p>What are the logical steps to take?</p>	
<b>Relevant</b>	<p>Why should we achieve this goal?</p> <p>Is this goal in line with our long-term objectives?</p> <p>Is this the right time?</p> <p>Do we have the necessary resources?</p> <p>What is the impact?</p>	
<b>Timely</b>	<p>What is the due date of our goal?</p> <p>Can the goal be achieved by this date?</p> <p>When are we going to work on this goal?</p>	
<b>SMART Goal:</b>		

### SMART Goal Example 1

By September 2022, our unit will reduce the overall work-related stress of each of our team members by 10% as measure by survey.

- \* note that this goal (reducing work-related stress) is quite broad and will require smaller steps to be achieved. A smaller goal to support this overarching SMART Goal might be:  
“By June 2022, our unit will implement and follow a “no meetings after 5pm” policy to reduce workplace stress.”

### SMART Goal Example 2

In 2 months time, our department will have set up a “wellness workhour” every other Friday for our team to dedicate to their choice of professional development including mental health, inclusion, or job specific training.

- \* note that this goal (setting up a wellness workhour) does not include WHY you’ve created the goal or what a “wellness workhour” aims to achieve. This is ok as long as you have an overall mission or SMART goal, for example:  
“Our department will increase employees mental health literacy by the end of August, 2022 as measured by interviews”

### SMART Goal Example 3

By the end of this quarter, our team will enhance mental health and wellness content into our onboarding by including at least 5 new evidence-based mental health components.

**Contact the Campus Mental Health Facilitator at [mental.health@umanitoba.ca](mailto:mental.health@umanitoba.ca) to ask about an action plan creation workshop for your unit, using both VMOSA and SMART Goals**