

# SMART Goals Cheat Sheet

Setting SMART goals can help you clarify your ideas, focus your efforts, use your time and resources productively and increase your chances of achieving the goals set. Using SMART goals provides a structured framework that outlines what you want to achieve and by when, which can prevent you feeling overwhelmed by the QI activities.

<p><b>Specific</b></p> <p><b>S</b> <b>G</b></p> <p>Goals that are too vague and general are hard to achieve.</p>	<p><b>Measurable</b></p> <p><b>M</b> <b>O</b></p> <p>Goals that work include specifics such as 'who, where, when, why and what'.</p>	<p><b>Achievable</b></p> <p><b>A</b> <b>A</b></p> <p>Ideally goals should include a quantity of 'how much' or 'how many'.</p>	<p><b>Realistic</b></p> <p><b>R</b> <b>L</b></p> <p>Goals work best when they are neither too easy nor too difficult.</p>	<p><b>Timed</b></p> <p><b>T</b> <b>S</b></p> <p>Deadlines can motivate efforts and prioritise the task.</p>
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## How to create SMART goals

There are multiple approaches and ways to explain how to write SMART goals. They should include all components of SMART, relate to a single result and be clearly written. Some sentence structures for SMART goals are:

<p>[Who] will do [what] resulting in [measure] by [when].</p>	<p>By [when], [who] will do [what] resulting in [measure].</p>	<p>By [when], [measure] - includes who and what.</p>	<p>[Measure - includes who and what] by [when].</p>
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## Examples of SMART goals

Original goal	SMART goal
Get more patient feedback	Our practice will install a kiosk with a tablet device in the waiting room that features a four question survey, resulting in a 20% increase in patient feedback by December.
Increase patient uptake of flu-vaccines	At the end of August, following the implementation of our practice's 'flu-vaccine' campaign in May, we aim to see a minimum 2% increase in flu-vaccines across our patient population compared to the same time last year.
Review practice policy and procedure manual	To ensure our policy and procedure manual is reflective of our current systems, policies and processes, our practice manager, with support from additional staff as required, will review and update our policy and procedure manual by 30 June.

*This resource has been adapted from information developed by AGPAL Quality News.*

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WA Primary Health Alliance is supported by funding from the Australian Government under the PHN Program.  
Rural Health West is funded by the Australian Government and WA Country Health Service.

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