



Writing SMART Goals

Goals ▾

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People ▾



Add Goal -- Webpage Dialog

Add a SMART Goal

Specific Measurable Attainable Relevant Time-bound

Welcome to the SuccessFactors SMART Goal Wizard™ which will help you quickly write effective goals.

What is your goal?

Implement **1**

Implement a facility emergency plan by (date)
 Implement a paper and beverage container recycling program next month, with th
 Reduce amount of office inventory lost by implementing an inventory control syste
 Review and evaluate current policies and procedures and implement changes if ne
 Implement a system to provide online monitoring of vendors
 Implement a customer retention program that increases retention rates by ___% by
 Implement an online customer survey by (date) to measure customer **2** sfaction
 Evaluate, select and implement a new CRM by (date)
 Implement a chat system by (date) that enables proactive intervention with online
 Implement a common incident repository to track customer incidents across all ch
 Implement measures to improve stress management of customer service represer
 Reduce customer service calls ___% by (date), by implementing a proactive email n

you are going to do. Use action words

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Back Next Cancel

Switch Plan: 2013 Goal Plan

rchy section to find an existing goal to add to your plan.

Goal Wizard Create a New Goal Copy From Other Goal Plan

Find user: Go [Advanced search](#)

ete Status

Start Date	Due Date	% Complete	Status	Action
01/01/2013	06/28/2013	30.0%	On Track	
01/01/2013	06/28/2013	30.0%	On Track	

Use the Goal Wizard to write SMART goals.

It's Easy

Click **Goal Wizard** to step through the process of writing a SMART goal.

1 Describe the Goal

Enter details and keywords related to the goal in the text field to search the Goal Library.

2 Select Goal

The Goal Wizard automatically displays goals based upon your criteria. Select the appropriate goal from the list.

3 Step Through Process

Click **Next** to proceed. The Goal Wizard will step you through a series of screens to help you write the goal. On the final screen, review and confirm the details of the goal.

Click **Add More Details** to review the goal's details and edit, if needed. When you have finished, click **Save & Close** to add the goal to the Goal Plan.

Spotlight: Writing SMART Goals

The SMART goal process provides a method for creating goals that are both achievable and measurable. Overall, whenever you create a goal, try to ensure it is:

- S**pecific Goal should clearly define the task(s) you want to achieve.
- M**easurable Establish concrete criteria for measuring progress toward the attainment of each goal that you set.
- A**ttainable Goals must be within your capacity to reach.
- R**elevant Make sure each goal is consistent with other goals you have established and fits with your immediate and long-range plans.
- T**ime Bound Set a time frame as a clear target for completion.