

# S.M.A.R.T. Goals Example

**S:** *Specific*

**M:** *Measurable*

**A:** *Achievable*

**R:** *Reasonable*

**T:** *Time-Bound*

**Specific:** "Improve organization of faculty records by digitizing paper files."

**Timing, Reasonable, Achievable:** "By the start of spring semester, I'll improve the organization of faculty records by digitizing and indexing all paper files into a new electronic records system."

**Measurable:** "...reducing physical file storage space needs by 50%."

*"By the start of the spring semester, I will improve the organization of faculty records by digitizing and indexing all paper files into the new electronic records system, reducing physical file storage space needs by 50%."*