

# Goal-Setting Worksheet

Goal setting is important for any measurement related to performance improvement. This worksheet is intended to help teams establish appropriate goals for individual measures and also for performance improvement projects. Goals should be clearly stated and describe what the organization or team intends to accomplish. Use this worksheet to establish a goal by following the SMART formula outlined below. Note that setting a goal does not involve describing what steps will be taken to achieve the goal. It is helpful to post the written goal somewhere visible and regularly communicate the goal during meetings in order to stay focused and remind caregivers that everyone is working toward the same goal.

## Describe the problem to be solved:

Use the **SMART** formula to develop a goal:

**SPECIFIC:** Describe a goal in terms of three "W" questions.

**What do we want to accomplish?**

**Who will be involved and who will be affected?**

**Where will it take place?**

**MEASURABLE:** Describe how you will know if the goal is reached.

**What is the measure you will use?**

**What is the current data figure (i.e., count, percent, rate) for the measure?**

**What do you want to increase/decrease that number to?**

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**ATTAINABLE:** Defend the rationale for setting the goal measure above.

Did you base the measure figure you want to attain on a particular best practice or average score or benchmark?

Is the goal measure set at the right mark to be challenging without being unreasonable?

**RELEVANT:** Defend how the goal fits into your quality improvement.

Briefly describe how the goal being set will address the problem stated above.

**TIME-BOUND:** Define the timeline for achieving the goal.

What is the target date for achieving this goal?

## GOAL STATEMENT

*This material was prepared by the New York State Office of Mental Health, Office of Quality Management and adapted by The Carolinas Center for Medical Excellence (CCME) and the Health Quality Innovation Network (HQIN).*