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**SMART Goals Tool**

**Directions:** Use the SMART goals chart below to develop a goal or goals for reducing ESI across the building. Write the completed goal(s) and monitor and graph the progress in the space provided.

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| **SMART** | **Defining Questions** | **Brainstorming**  |
| **Specific** | * What do we want to accomplish?
* What are the requirements?
 |  |
| **Measurable** | * How will we measure progress?
* How will we know when the goal is accomplished?
 |  |
| **Achievable** | * How can the goal be accomplished?
* What are the steps?
 |  |
| **Relevant** | * What resources do we need to accomplish this goal?
* Is this goal in line with our long-term goals?
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| **Time-Bound** | * How long will it take to accomplish this goal?
* When is the completion of this goal expected?
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