

Home Clinic Toolkit Worksheet: SMART goal

The SMART goal approach:

- Provides a structured approach to developing and designing a quality improvement activity
- Helps to identify if what you want to achieve is realistic
- Provides metrics to measure progress towards your goal and success in meeting your goal
- Outlines a deadline for quality improvement to take place which is realistic and achievable

The letters in SMART are defined as follows with additional context and examples displayed in Figures 1 and 2:

FIGURE 1: SMART GOAL FRAMEWORK



FIGURE 2: SAMPLE SMART GOALS

1 – To reduce demographic errors	2 – To improve active enrolment	3 – To generate accurate and current Home Clinic Client Summaries
<i>"<Name of staff person> will reduce the number of records missing a date of birth to less than five in the next four weeks"</i>	<i>"Reduce percentage of passively enrolled patients from 30% to 10% by December 31, 2021 by transitioning them to active enrolment through active enrolment conversations"</i>	<i>"Reduce the percentage of enrolled patients missing a current diagnosis recorded in the correct field in the EMR to at maximum 15% in the next six months"</i>

Use the SMART goals worksheet and sample SMART goals to help develop your next quality improvement activity.

FIGURE 3: SMART GOAL WORKSHEET

INITIAL GOAL	Write the goal you have in mind
S SPECIFIC	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal? Where will the activities take place?
M MEASURABLE	How can you measure progress and know if you've successfully met your goal?
A ACHIEVABLE	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?
R RELEVANT/ REALISTIC	Why am I setting this goal now? Is it aligned with overall objectives?
T TIME-BOUND	What's the deadline and is it realistic or risky?
SMART GOAL	Review what you have written and craft a new goal statement based on what the answers to the questions above have revealed

Adapted from <https://www.smartsheet.com/blog/essential-guide-writing-smart-goals>