

## Step 6.1 – Change and Measure

# Goal Setting Worksheet

### Introduction

Goal setting is important for any changes related to performance improvement. This worksheet is intended to help teams establish clearly defined and appropriate goals before developing corrective action plans to eliminate a root cause. Goals should state what the team intends to accomplish. It's a good idea 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 aim.

### How to Use

Write a goal statement, based on the SMART elements in this template. The goal should be descriptive, yet concise so that it can be easily communicated and remembered. Use this worksheet to establish a goal by following the SMART formula.

### 1. Begin by describing the problem to be solved:

### 2. Use the *SMART* formula to develop a goal:

#### Specific

Describe the goal in terms of 3 'W' questions:

- What do we want to accomplish?
- Who will be involved/affected?
- Where will it take place?

#### Measurable

Describe how the team will know if the goal is reached:

- What is the measure that will be used?
- What is the current data figure (i.e., count, percent, and rate) for that measure?
- What increase or decrease of that number to will show an improvement?

**Attainable**

Defend the rationale for setting the goal measure above:

- Is the goal measure set too low that it is not challenging enough?
- Does the goal measure require a stretch without being too unreasonable?

**Relevant**

Briefly describe how the goal addresses the problem:

**Time-Bound**

- Define the timeline for achieving the goal:
- What is the target date for achieving this goal?

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