

SMART GOALS

What is a SMART Goal? SMART goal setting is a proven framework designed to bring structure and accountability to your professional goals and objectives. SMART goals provide clear, measurable pathways to success, with defined milestones and a realistic estimation of attainability.

THE SMART FRAMEWORK:

S	SPECIFIC	<p>The goal should be clear and focused. Ask yourself: What exactly do I want to achieve in my role as a facility manager? Is the goal actionable and well-defined?</p> <ul style="list-style-type: none">• Example: Improve the energy efficiency of our building's HVAC system to reduce operational costs.
M	MEASURABLE	<p>Define how you will track progress. What metrics will indicate that you're on track to achieve your goal?</p> <ul style="list-style-type: none">• Example: Reduce HVAC energy consumption by 10% over the next year.
A	ACHIEVABLE	<p>Ensure the goal is challenging yet achievable. Do you have the resources, skills, and time to accomplish this? Consider the support available to you through your mentor.</p> <ul style="list-style-type: none">• Example: I will review our current HVAC systems and implement energy-saving measures within the next 6 months.
R	RELEVANT	<p>The goal should align with your broader professional objectives and the organization's priorities. Does the goal help further your career development or contribute to your facility's overall success?</p> <ul style="list-style-type: none">• Example: Improving energy efficiency is in line with the company's sustainability goals and my personal growth in green building management.
T	TIME-BOUND	<p>Establish a clear deadline for accomplishing your goal. Setting a timeframe will help keep you accountable.</p> <ul style="list-style-type: none">• Example: Complete an energy audit and implement improvements by the end of Q2 next year.

HOW TO USE SMART GOALS IN YOUR MENTOR-MENTEE RELATIONSHIP:

- Work with your mentor to set clear, actionable SMART goals that align with your development as a facility manager.
- Use your goals as the foundation for discussions, ensuring that each meeting adds value to your progression.
- Regularly assess your progress, celebrate milestones, and adjust strategies if necessary.

GOAL SETTING EXERCISE:

Below are categories that are relevant to facility managers. Write at least one professional goal in each category, ensuring they follow the SMART framework. Afterward, prioritize your top three goals and write action steps you can take to get started.

OPERATIONAL EFFICIENCY/ PROCESS IMPROVEMENT	
SUSTAINABILITY/ GREEN BUILDING INITIATIVES	
TEAM LEADERSHIP/ DEVELOPMENT	
TECHNOLOGY/ FM SYSTEMS	
COST MANAGEMENT/ BUDGETING	

PRIORITIZE YOUR TOP 3 GOALS:

Now, from your list, choose your top 3 goals. For each goal, write a specific action step you can take today to start working toward achieving it. Reflect on your core values, skills, and professional mission when prioritizing.

- **Top Goal 1:**
 - Action Step:

- **Top Goal 2:**
 - Action Step:

- **Top Goal 3:**
 - Action Step: