



AIM Statement (aka SMAART objective) Worksheet:

1. AIM Statement (include your draft AIM Statement and edit as you work through the criteria in #2 below).

2. Review the AIM Statement again for the components of a SMAART objective (Specific, Measureable, Actionable, Achievable, Realistic and Timely).

- **SPECIFIC** – Is the statement precise about what you hope to achieve?

- **MEASURABLE** – Are the objectives measureable? Will you know if the change resulted in improvement?

- **ACTIONABLE** – Are "who," "what," "when," and "where" defined?

- **ACHIEVABLE** – Is this doable in the time you have? Are you attempting too much? Could you do more?

- **REALISTIC** – Do you have the necessary resources (people, time, support)?

- **TIMELY** – Do you identify the timeline? When will you accomplish each part?
