

# Worksheet: Creating a SMART Aim Statement

## Overview

Your team is ready to make a change that requires a collective effort and focus. Essential in this achievement is the ability for all in the team to understand and align with what is trying to be accomplished. You can develop a precise, concise, and achievable Aim Statement by using a *Worksheet for Creating a SMART Aim Statement*.

## Working with a team to create the Aim Statement:

1. Fill the empty boxes on the *Worksheet for Creating a SMART Aim Statement* with the parts of the statement that you believe satisfies each letter of the SMART acronym: S, M, A, R, T.
2. After you have finished entering each of the criteria, use the checklists below each letter in the acronym to see how solid your entries are.
3. Finally, form the Aim Statement at the bottom using the pertinent SMART elements. Example: Reduce the number of instruments used in XXXXX procedures 40% by the end of month/year

**When you think your Aim Statement is SMART, do this last test:** Ask those outside the team yet are associated or affected by the Aim Statement to describe what the statement means to them. If the description is vague, work with them on how to make it clearer. Then have the team consider incorporating this input into the statement.

<b>Specific</b>	<b>Track number of no-shows Dr. Smith has each day to determine if implementing the no show policy has been successful at decreasing the number of times a patient no shows their apt. with Dr. Smith.</b>
	___What is the goal or intent. Precisely and concisely describe what is to be achieved. It <b>MUST</b> focus on achieving only <b>ONE</b> thing.
<b>Measurable</b>	<b>Count amount of no shows each day for one provider.</b>
	___There is a direct relation between the increase and the decrease of a measure and the attainment or loss of the goal. Recommend: Start the Aim Statement with Increase/Decrease...then describe the object of what is to be measured ___There are means with which to measure and monitor progress over time (to take, collect, and record the measurement)
<b>Actionable</b>	<b>Tracking the number of patients that no show their appointments.</b>
	___The team can take action to overcome any known barriers to achieving the proposed measurable results ___The 'HOW' of achieving this goal in NOT part of the Aim Statement (this would restrict other plausible solutions)
<b>Realistic</b>	<b>Front office staff is able to count no show rates from physician's schedule.</b>
	___Given the resources available, it is within the teams ability to achieve, control, or influence the Aim's attainment ___There is no significant that will compete with the time, attention or ability to achieve the goal
<b>Timely</b>	<b>Track no shows for one month.</b>
	___The goal has a target date. If timeline is beyond 6 months there are interim Milestones. Recommend: ...achieve intent by a specified date ___There is nothing that should compete with the time and attention needed to achieve the goal

## **Aim**

## **Statement**

Now, craft a clear, concise, precise Aim Statement integrating the pertinent elements of the above

**Have front office staff track the number of no shows Dr. Smith has each day starting 09/28/16 – 10/28/16. Compare the daily total of no shows to 07/28/16 – 08/28/16 to determine if the implementation of the no show policy has been successful.**