

Worksheet: Setting SMART Goals for Digital Transformation

Introduction: This worksheet is designed to help you articulate and plan your SMART goals for digital transformation in your NDIS service. SMART goals are Specific, Measurable, Achievable, Relevant, and Time-bound. By defining your goals in this structured manner, you can create clear, actionable objectives that will guide your digital transformation efforts.

Instructions: For each goal, answer the questions under the SMART criteria. This will help you refine and clarify your objectives for digital transformation.

Goal #:

Specific:

- What exactly do you want to achieve with this digital transformation?
- What are the key actions or steps involved?

Measurable:

- How will you measure progress and success?
- What metrics or indicators will you use?

Achievable:

- Is this goal realistically attainable with the resources and time you have?
- What support or resources do you need to achieve it?

Relevant:

- How does this goal align with your broader business objectives and NDIS service mission?
- Why is this goal important right now?

Time-bound:

- What is the deadline or timeframe for achieving this goal?
- Are there any milestones or checkpoints along the way?

Final Review: Once you have outlined your SMART goals, review them to ensure they collectively form a coherent and comprehensive approach to your digital transformation. Consider if they cover all critical aspects of your digital journey and if they are balanced in terms of short-term wins and long-term objectives.

Notes: (Use this space for any additional notes, thoughts, or reflections on your SMART goals setting process.)