

Setting SMART objectives or goals

Objectives are used in all areas of your life and work and may be short term to do with tasks you are working on, or longer term work or development objectives. Being SMART gives a framework to help set clear and well-defined objectives. They should be set at the correct level to motivate - not so big they feel impossible, or so small they are not challenging. Once you have identified what needs to be achieved, you can check that you record it in a SMART way. Please also see the template Performance Improvement Plan.

Specific - Specific goals are clear and have greater chances of being accomplished than general goals. Specific goals explain exactly what is expected and why is it important.

Measurable – Decide clear criteria for success. When you measure progress, it helps the staff member to stay on track, reach their target dates, and experience the exhilaration of achievement that spurs them on to continued effort required to reach their goal. To determine if the goal is measurable, ask questions such as.....How much? How many? How often? How will we know when it is accomplished?

Achievable - To be achievable, a goal must represent an objective toward which the staff member is both *willing* and *able* to work. Set goals which challenge and stretch (but provide the support they need to achieve them!).

Relevant - Goals must be clearly linked to performance objectives of the individual/team and the job they are required to do.

Timed – Goals should have a target date. A commitment to a timeframe helps focus efforts on completion of the goal on or before the due date. This can also help to prevent goals from being overtaken by other day-to-day priorities.